

# AARON ZIMLICH

## UX/UI AND GRAPHIC DESIGN

aaronzimlich.com

I am a designer with deep, web-based experience with responsive design. I have worked in a wide range of industries with big brands such as Google, ebay, Turner, and Disney. I am highly adaptable and can be dropped in to any situation and succeed. I have also built and lead a successful design team.

### TECHNICAL SKILLS

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**UX/UI** User flows, personas, user journeys, research, wireframing, prototyping, interaction design, visual communication, analytics, writing, agile/scrum  
**Design** Print, digital & motion, branding, style guides, logos, packaging, mockups, renderings, typography, color correction, retouching  
**Projects** Resource management, traffic management, budget management, communication, planning, documentation, stake holder engagement, presenting  
**Software** Axure, Sketch, Invision, Adobe XD, Balsamiq, Photoshop, InDesign, Illustrator, Acrobat, After Effects, MS Office, Team Foundation Server, JIRA, Slack

### PROFESSIONAL EXPERIENCE

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#### Springbot

**UX Designer** March 2018 - Present

I work on the usability of a marketing SaaS platform. Adding new features as well as working a completely new application to unify the user experience, reduce churn and streamline the onboarding experience for new users.

#### WOLTERS KLUWER

**UX Consultant** May 2017 - November 2017

I created a plan to integrate multiple websites in to one holistic property that improves user experience and increases digital sales.

Through a complete site audit, user surveys and analytics breakdown, problem areas were identified. Best design practices were used to address these problems. This included creating user stories and personas, redefining the information architecture, and wireframing new product pages. A product finder was also created to help the user define their own needs to get them in to the sales funnel with minimal confusion. A mix of Axure, OneNote, and PowerPoint were used for this project along with Google Analytics, MouseFlow, and MailChimp for user research.

#### ASSURANT

**UX Designer** April 2016 - February 2017

I designed user experiences and interfaces for various insurance claims processing, sales and informational sites as well as showcasing the company's capabilities through prototypes for sales purposes. Some was app based, but mostly responsive web-based design.

User research and data analysis played key roles in defining new experiences for end users. Working closely with business analysts, product owners and developers in an Agile/Scrum environment, projects were tackled in a collaborative effort. Wireframing and prototyping was accomplished through a mix of Axure, Balsamiq, Sketch, Invision and Photoshop. Projects were managed through JIRA and Team Foundation Server. Google Analytics and MailChimp was used for research.

#### FREELANCE

**Graphic Designer** November 2014 - April 2016

I managed and design work for clients that included Turner Broadcasting, Disney, and AmeriFleet.

Utilizing my many years of design experience, I used my skills with Photoshop, Illustrator, InDesign, and After Effects to create marketing materials for clients that ranged from microsites to billboards to motion graphics.

#### TURNER BROADCASTING

**Design Manager** September 2007 - November 2014

I managed a team of designers, which included trafficking, creative direction and setting workflow and preflight/premedia standards. We handled large marketing campaigns that included motion, digital and print graphics for all of Turner Broadcasting that included but wasn't limited to CNN, Cartoon Network, Adult Swim, TNT, TBS, and TCM.

I built a creative workflow from the ground up as well as designed project management tools for the team. This included building and mentoring a team of designers. I also built, designed, and maintained an internal web site to deliver web and motion related graphics for approval. InDesign, Photoshop, Illustrator, Acrobat and After Effects were utilized along with FileMaker for project management.

#### PARALLAX DIGITAL

**Graphic Designer** August 2005 - September 2007

As an in-house graphic designer and preflight production manager, I created designs for various business that included Lockheed-Martin, Song Airlines, Coca-Cola and Burger King. I also managed the operation of CNC equipment and a small IT infrastructure.

I designed multiple tools to shorten the turnaround time for jobs. Also built CNC workflow. Speced out and managed new CMS, storage and server solutions. I also managed the CMS. I used mostly Illustrator and Photoshop for design and color correction, but I also implemented Applescript and Javascript for automation.

#### FAST SIGNS

**Graphic Designer** November 2001 - August 2004

#### SCHLUMBERGER

**Graphic Designer** June 2000 - October 2001



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## Adrian William Moss



### Objective

I am applying for the job of Senator for the State of Georgia. I began serving my community in 2009 when I chose a career in law enforcement. I quickly discovered that being a public servant was my calling and have since dedicated my life to the profession. I am a very active member in the community and my passion lays in resolving problems fast, effectively, and within reason. My goals are to lead the great State of Georgia in a more progressive direction while still maintaining our strengths and values.

### Skills

- Maintained a Healthy Working Relationship with my Community
- Engaged in Community Policing Activities with the Youth
- Undertook operation patrols and responded to situations that warranted law enforcement
- Records Administrator within my previous agency.
- Handled day-to-day operations within the Patrol Division
- Testified in both Felony and Misdemeanor Court Cases
- Signed and Obtained Warrants
- Field Training Officer
- Hostage Negotiator
- FTO Coordinator
- Certified POST Instructor
- Handled Citizen Complaints
- Worked with Youth Members in the Community
- Cultural Diversity Instructor
- Maintained a Minimum 20 Hour a Year Training Record
- Handled technical support for all in-vehicle computer equipment
- Oversee the equipment & uniform ordering for the agency
- Shift supervisor on my squad
- Handle Department Scheduling
- Senior Sergeant within the Patrol Division
- Checked officer's crime reports and ensured they were filed properly



## Education

### **Columbia Southern University (Graduated)**

2011 - 2015

- Bachelors of Science in Criminal Justice Administration Degree

### **Columbia Southern University (Graduated)**

2015 – 2018

- Master of Public Administration Concentration in Criminal Justice Administration

### **Columbia Southern University (Enrolled)**

2018 - Present

- Masters Degree in Criminal Justice and Criminology

## Experience

### **Patrol Officer – Senior Sergeant on Patrol**

2009 – 2016 (City of Centerville, Ga.)

### **Patrol Officer - Instructor**

2016 – 2018 (City of Perry, Ga.)

### **Sheriff's Deputy – Patrol**

2018 – Present (Houston County Sheriff's Office)

- Routine patrol duties throughout day & night shift, which include patrolling the City of Centerville, checking on businesses and residential areas
- Daily contact with the citizens and business owners of our city
- Criminal Investigations
- Prepare and Execute Court Documents for Prosecutions
- Testified in Magistrate, City, and Superior Courts
- Field Training Officer (2012) began training new recruits who were hired on and managed their daily shift activities.
- Began supervising shifts in 2011-2012 when the Patrol Division was short handed
- Promoted to Sergeant 2013
- Became the Senior Patrol Sergeant 2014
- General POST Certified Instructor (2014) for the agency
- Began working as our in-house IT/Technical equipment and computer coordinator (2015)
- Work closely with our support contacts with OSSI, Stalker, WRPD (server support), and our local 911 Dispatch Center
- In charge of handling new equipment & uniform orders through Galls Int.
- Currently the only PISTOL administrator for the department
- Handle the department's schedule and make changes where necessary
- Training Coordinator within the department through GPSTC
- Maintain a healthy working relationship with all divisions within the agency
- RITE (Racial Intelligence Training and Engagement) Instructor. One of only a handful of cultural diversity training instructors for RITE in Georgia.

## Accomplishments

### **Departmental Growth**

- Designed the new Centerville Police Department patch and logo in 2014
- Assisted my previous administration with a detailed report & PowerPoint on the advantages of a take-home policy for departmental vehicles
- Designed and coordinated the new Centerville Police uniform from top to bottom
- Designed the new vehicle logo and striping for the 2015 Patrol Tahoe



- Assisted in research and field tests of the new Taser Axon Body Cameras that are now used today as well as its installation with our servers that are now synced with Evidence.com



# ALAN H. MORRIS

Griffin, GA 30223

My objective is to replace Hon. Senator Johnny Isakson for the rest of his elected term to allow for an in-depth vetting of accomplished and electable candidates to be made for the next election.

## EXPERIENCE

MAY 1968 – MAY 1970    MAY 1976 – AUGUST 1987

**COMMUNICATIONS**, U.S. NAVY

Communications on board ships as well as overseas shore stations. Worked from Supervisor to Communications Officer in charge of Naval Air Station Misawa, Japan communications center to Communications Watch Officer at Naval Station Communications station, Rota, Spain. Discharged medically with injury in 1987.

MAY 1989 – OCT 2006    OCT 2006 – JUNE 2015

**TELECOMMUNICATIONS SPECIALIST (GS-12)**, FEDERAL EMERGENCY MANAGEMENT AGENCY – MERS BRANCH. 2006-2015 FEMA RESERVIST WORKING DISASTERS.

Provided satellite fed telephones and network circuits to support the Federal Coordinating Officer and his staff. Interfaced with both FEMA personnel as well as disaster survivors. Provided services for visiting dignitaries. Maintained SBI/SCI Top Secret security clearance.

## EDUCATION

APRIL 1984

**ASSOCIATE DEGREE IN BUSINESS MANAGEMENT**, UNIVERSITY OF MARYLAND.

Degree work was accomplished while on active duty in evening hours. Many other credit hours have been earned beyond that point, but not assigned to a further degree.

## SKILLS

- Organized and skilled in business management as well as marketing.
- Outspoken in response to political posturing to maintain positions of power.
- Maintain fiscal responsibility for state as well as Federal government.



## **ACTIVITIES**

As a registered Republican in the State of Georgia, I wish to become a duly ordained law maker and responsible representative of the Federal Government (again) in good standing to replace Hon. Senator Johnny Isakson for his current term only. I have no political aspirations beyond the election which will give the Republican state machine time to find an electable, accomplished, Republican candidate to permanently fill the Senatorial slot vacated by Johnny Isakson without a gap in occupancy. I can work well with both constituents and other law makers from the other side of the aisle to harmoniously accomplish what needs to be done. I have experience with the U.S. military, and the Veterans Administration processes and feel that I can contribute in those fields. I am 72 years old and seen more than many, all of which can be put to good use during my term in office.



# Glenn Ozburn

## CONTACT



<https://www.getviralmarketing.com>

## PROFESSIONAL DEVELOPMENT

Esko Workflow Management Training – 2017  
Esko CDI Training - 2014,  
Plate Processor Training – 2014  
Nilpeter Press Training – 2013  
Esko Desktop Training – 2014  
ArtPro Training  
Rampage Training  
Agfa Beta Testing partner  
Dainippon Screen Training,  
Crosfield Pagination 806, 880, 9500,  
Drum Scanners  
Dicomed Imaginator Training  
Sales Training Classes  
XMPie Seminars  
Continuing Education and More.

## TECHNICAL SKILLS

Adobe Suite of products  
Esko Suite of products  
Various Internet type software  
Eblast, Email Services  
SEO, SMM, Reputation  
Management, Press Releases,  
Content Management, Analytics,  
and more  
Microsoft Office and OpenOffice  
Video production knowledge  
Apple Keynote  
Microsoft, Powerpoint  
Wordpress and other various  
software such as Affinity and  
miscellaneous digital/internet  
marketing software solutions

## PROFESSIONAL PROFILE

Web-savvy digital marketing expert with proven accomplishments in planning and executing web, SEO and social media campaigns with a view to create and maintain the company's presence and image in the industry. Highly skilled in identifying trends and insights and optimizing performance, brainstorming new and creative growth strategies by using digital marketing docks. A committed individual who effectively evaluates end to end customer experience across multiple channels and touch points. Extremely fluent in all aspect of Packaging and Labelling in flexo, gravure and offset environment.

## SELECTED ACCOMPLISHMENTS

Successfully co-owned and operated a full-service narrow-web label facility with a new Nilpeter 8/C press utilizing 4/water and 4/UV ink stations and magnetic dies. We fed the printed labels to a CEI converter for slitting and proper final rewind for customer.

Managed prepress, marketing and IT departments and designed and implemented effective marketing strategies, print and digital, to align with my employer's goals and our customer's marketing goals.

Directly managed a variety of promotional projects including (PPC) pay-per-click, Google Ads, Google Analytics, Adsense, SEO, SMM, Direct Mailing, Variable Data, and more.

## PROFESSIONAL SKILLS

Well-versed in designing, building and maintaining social media presence to meet the company's digital marketing needs.

Hands-on experience in identifying trends and insights and optimizing performances based on identified trends.

Demonstrated expertise in evaluating end to end customer experiences across multiple customer touch points and multiple channels.

Qualified to evaluate emerging technologies and optimizing user funnels.

Proficient in creating, directing and overseeing digital media strategies across multiple platforms.

Huge experience in packing, weighing and labelling completed items for shipment or storage.

Proven ability to trained digital marketers in handling lead generation, website management, organic search and social media directives through a series of educational workshops

Well able to plan, design, develop and execute web, SEO/SEM, email and social media campaigns according to the specific needs of the company

Demonstrated ability to design and build company's social media presence through execution of well-placed strategies

Profound knowledge to produce Comps and Mockups for customer videos, photoshoots, focus groups and more utilizing various substrates conducive to the final product and final environmental conditions.

Good understanding of sales with actual roles in sales, sales support and technical sales support.



## CORE COMPETENCIES

Layout Designs  
Digital Communications  
Campaign Budget Administration  
Marketing (Print & Digital Media)  
Consumer Branding (Print and Digital Media)  
Consumer Packaged Goods and Labeling (CPG)  
Prepress and Printing (offset, flexo, wide and narrow)  
Design (Print and Web)  
eCommerce, SEO, SMM, PPC, eBlast Emails, and more  
Technical and Sales Support  
B2B/B2C Support and Sales  
Production and Project Management  
Promotional and Collateral Marketing and Materials  
Account Management  
Prepress Management  
Product Comps and Mockups  
Standard Operating Procedures  
Promotional Videos  
Whiteboard Videos  
Color Theory  
Color Management  
Extended/Expanded Gamut  
Print Knowledge  
Customer Relations  
Extensive Knowledge of Pouch Packaging (Vert/Horz)  
Quality Control Focused  
Excellent Communication Skills  
Various Plating and CDI Techniques  
Excellent Trainer and Project Coordinator  
Extensive Knowledge of Printing Substrates  
Effective Communication  
Strong Problem Solving  
Effectiveness Measurements  
Website Strategies

## REFERENCES

Available on request

## PROFESSIONAL EXPERIENCE

### Owner

**Get Viral! Marketing LLC | 2019 - [www.GetViralMarketing.com](http://www.GetViralMarketing.com)**

Design and build the client's website social media presence and ensure that it is constantly maintained

Establish organizational goals, policies, and protocols, and ensure that they are carried out properly.

Oversee and direct the company's financial, and budgetary activities, and ensure that general operations related to marketing are overseen.

Measure the performance of all digital marketing campaigns and assess them against company goals such as KPIs and ROIs

Identify trends and insights and optimize performance based on them

Set up tracking systems for marketing campaigns and online activities

Responsible for managing social media strategy development and roadmap management and support

### Prepress Manager

**ColorEdge, Inc – Atlanta, Georgia | Jun 2017 - Nov 2018**

Oversaw scheduling and activities of electronic prepress staff.

Selected and implemented software to improve productivity and quality.

Tracked and analyzed quality and staffing problems, identifying fixes.

Set and enforced standards for file transmission, proofing, equipment calibration, and other tasks.

Responsible for taking an image, created either by a client or graphic designer, and preparing it to run on a press.

### VP of Marketing and Communications

**THP Creative Group – Conyers, Georgia, | Jan 2015 – June 2017**

Oversaw staff operations, business planning and budget development.

Developed and maintained relationships with media outlets.

Developed pricing strategies and media relations plan, balancing firm objectives and customer satisfaction.

Responsible for overseeing and managing communication press releases, scripts and editorials.

Planned, directed and set the strategic direction of marketing and communication program within an organization.

Monitored all marketing campaigns and improve them when necessary.

Prioritized marketing projects and allocate resources accordingly.

Set current and long-term goals for internal teams.

Responsible for designing and reviewing the Marketing department's budget.

### Co-Owner/Prepress-Creative Director

**GT Labels & Packaging – Norcross, Georgia | Sept 2013 – Jan 2015**

Responsible for the progressive growth, stability, direction and daily operation of the business

Communicated clearly and openly to discern client or design team needs and vision and to discuss realistic options for realizing that vision

Analyzed files provided by clients or in-house design teams and assess suitability for printing, checking and double-checking critical aspects of images and text

**Sr Lead Operator- Packaging and Labelling Division (Offset, Flexo, Gravure)**

**Southern Graphic Systems (SGS) – Kennesaw, Georgia | Mar 2013 – Sept 2013**

**Sr Lead Operator- Packaging and Labelling Division (Offset, Flexo, Gravure)**

**Schawk (SGK - Matthews International) – Atlanta, Georgia | Jan 2001 – 2013**



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# Alex Robson

## ELA Teacher

██████████ Atlanta, GA 30345  
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## SKILLS

- Certificated in English 6-12, and Social Studies 4-8. Certificate #1316835
- Formative assessment to increase student outcomes through differentiation
- Classroom management through procedures, protocols and relationship building
- Rigorous student centered lesson design that employs critical thinking

## EXPERIENCE

### **GIVE Center West, Norcross, GA** - *6th and 7th Grade LA and SS, 9th and 11th Grade LA*

August 2014 - PRESENT

- LA Department Chair, 2016-Present
- Instructional Coach, Partially Released, 2018-Present
- Developed and maintained *Moneyball*-a data program that collects and monitors data---school wide---for common assessments, LSPI Goals, CCRPI contributing factors, grades, attendance, and discipline.
- Increased Milestones passing rate over four years in Middle School
- Increased level three and four on Georgia Milestones over four years
- Analyze and maintain records of students' progress to teach to individual needs

### **Beth Bristow Tutoring Services, Vinings, GA** - *Master Tutor, Director*

January 2013 - 2019

- Over 4,000 Individual Tutoring Hours
- Tutor SAT, ACT, GRE, history, and language arts
- Lead classes throughout Georgia on test prep and study skills
- As director, hired, interviewed, and trained new tutors
- Led meetings and conducted customer service calls
- Dealt with personnel issues

## EDUCATION

### **Georgia State University, Atlanta, GA** - *MAT English Education*

May 2012 - May 2013

### **Georgia State University, Atlanta, GA** - *BA English Literature*

August 2009 - May 2012



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## AWARDS

**GAAE's Georgia Alternative School Teacher of the Year, 2018**

**Gwinnett County Middle School Teacher of the Year, 2016**

GIVE Center West Teacher of the Year, 2016

Eagle Scout, 2006

## Other Accomplishments

Gwinnett County Assessment Leadership Team, 2016-2018

Mentor Gwinnett, 2018-Present

Georgia Alternative School Board Member, 2019-Present

Created the GIVE Center Scholarship under the Gwinnett Foundation

Received over \$2,500 in grant money 2018-2019

Keynote Speaker Gwinnett Leadership Conference, *The Students that Break Rules*, 2017

Classroom Grant for \$500 from Gwinnett Central Office, 2017

## Presentations

Georgia PBIS Conference, *Help! Change your Classroom Management in 50 Minutes*, 2018

Georgia Alternative School Conference, *Alternative Teaching*, 2018

Atlanta Comic Con, *How Graphic Novels Are Saving Reading*, 2018

National Alternative School Conference, *5 Classroom Management Tools*, 2018

Gwinnett Leadership Conference, *5 Classroom Management Tools*, 2017

Corley Elementary, Pinckneyville Middle, North Gwinnett Middle, Moore Middle, *5 Classroom Management Tools*, 2017-2019

Norcross Cluster PD Day, *Iron Teacher*, 2017

Norcross Cluster PD Day, *5 Classroom Management Tools*, 2016

GIVE West Technology Conference, *eClass for Beginners* 2015



# ALIYA NAIM

## EDUCATION

**School of Oriental and African Studies (SOAS)**

**2014 - 2015**

**University of London** | *London, United Kingdom*

M.A. in Migration and Diaspora Studies

*Research interests: forced migration, education in migrant communities, counterterrorism legislation*

**University of Georgia** | *Athens, Georgia*

**2007 - 2011**

B.A. in International Affairs, B.A. in Arabic

*Minor in Spanish Language and Literature*

## WORK EXPERIENCE

**Latin American Association, Immigration Services**

**Jan 2016 - June 2019**

*Paralegal* | *Atlanta, GA*

- Prepared applications for clients applying for asylum, special immigrant juvenile status, naturalization, and family-based immigration petitions;
- Tracked and managed 100+ immigration cases and managed client relationships;
- Interviewed and recorded statements for clients applying for asylum, special immigrant juvenile status, and other immigration statuses, helping them prepare for interviews and court;
- Helped launch and implement the Atlanta chapter of the New Americans Campaign, through which a group of Atlanta nonprofits assisted ~500 legal permanent residents apply for citizenship at little to no cost;
- Provided English/Spanish interpretation and translation services.

**The Carter Center, Democracy Program**

**Feb 2012- July 2014**

*Assistant Program Coordinator* | *Atlanta, GA*

- Provided general support to Democracy Program's election observation missions, including programming in Egypt, Tunisia, Libya, Sierra Leone, and Kenya.
- Travelled to North Africa and West Africa for election observation missions, assisting in the training of election observers, data collection, IT troubleshooting, and general logistical duties;
- Drafted donor proposals and reports, project proposals, programming budgets, donor reports, preliminary statements, and final reports;
- Interviewed and recruited international staff and observers for 6 election observation missions and coordinated logistics for deployments of 70+ member delegations;
- Coordinated all aspects of Carter Center's election data collection/analysis technology on several missions, including distribution and logistics, observer and staff training, building checklists, IT troubleshooting and support, and data analysis using Tableau.

**The Carter Center, Egypt Election Witnessing Mission**

**Jan 2012**

*Consultant* | *Atlanta, GA/Cairo, Egypt*

- Assisted in preparation of briefing materials and daily updates for President Carter and mission leadership;
- Provided general logistical and administrative support to mission.



**The Carter Center, Democracy Program****Aug - Dec 2011***Intern | Atlanta, GA/Monrovia, Liberia*

- Traveled to Liberia during Presidential elections and runoff to assist with observer training and deployment; assisted in the preparation of briefing materials for observers and mission leadership;
- Trained 40 short-term observers on use of in-house data collection system; managed distribution and use of smartphones for data collection in the field.

**LEADERSHIP/VOLUNTEER ACTIVITIES****Al Otro Lado****Feb 2019, July 2019- present**

*Volunteer:* Volunteer with Al Otro Lado's Border Rights Project in Tijuana. Oriented Spanish and Arabic-speaking asylum seekers to the process on the Tijuana/U.S. border. Conducted credible fear interview prep with migrant families. Provided information and last-minute orientations to families chosen to pass through the border crossing every morning. Conducted interview prep and talks in English, Spanish, and Arabic.

**Georgia Muslim Voter Project****Jan - Nov 2016**

*Director of Education and Outreach:* Designed a multifaceted program of events, panels, and outreach activities to mobilize and educate Muslim voters in Georgia on issues relating to civic education and involvement.

**SOAS Detainee Support****Jan - May 2015***Volunteer Visitor*

Matched with and visited detainees in Harmondsworth Immigration Detention center to provide moral and logistical support to detained asylum seekers, and to connect them with legal resources outside of the detention center.

**The Yemen Peace Project****Dec 2009 - present**

*Co-Founder, Board Member:* Helped found and visualize organization whose aim is to expose American citizens to Yemeni voices and perspectives, particularly on Yemeni/US relations.

**ADDITIONAL EDUCATION****Georgia State University, Study Abroad Think Tank | Turkey****May 2015**

*Program focus:* Small-group research on Turkish national policy regarding Syrian refugees; role of religiously-oriented NGOs in the Turkish response to the refugee crisis

**Damascus University, private instruction | Damascus, Syria****Aug-Dec 2010**

*Program focus:* Modern Standard Arabic, Media Arabic, Syrian colloquial Arabic

**Yemen College of Middle Eastern Studies | Sana'a, Yemen****June-July 2009**

*Program focus:* Intensive Modern Standard Arabic study

**SKILLS/CERTIFICATIONS**

**Languages:** Native English speaker, proficient in Spanish, proficient in Arabic (Modern Standard, Levantine colloquial).



**ALLEN BUCKLEY**  
Law Office of Allen Buckley LLC  
Suite 750, Building 1, 2727 Paces Ferry Road  
Atlanta, Georgia 30339

Employee benefits, tax, executive compensation, estate planning and business and administrative law counsel with law firm, accounting firm, and in-house experience.

**EXPERIENCE:**

**The Law Office of Allen Buckley LLC**, Atlanta, Georgia 2011 -  
Sole member

Current practice focused on tax matters and all aspects of employee benefit law relating to tax-qualified and governmental retirement plans, non-qualified deferred compensation plans, welfare plans and executive and stock-based compensation, estate planning, and business and administrative law. Represent clients in court and before the IRS and U.S. Department of Labor.

**The Saylor Law Firm LLP**, Atlanta, Georgia 2009 - 2011  
Partner

Practice focused on tax matters, estate planning and employee benefit law relating to tax-qualified and governmental retirement plans, non-qualified deferred compensation plans, welfare plans and executive and stock-based compensation.

**Smith Moore Leatherwood LLP**, Atlanta, Georgia 2001 - 2009  
Partner 2004-2009  
Of Counsel 2001-2003

Primary employee benefits, ERISA, and executive compensation partner for regional firm; also handled partnership tax matters. *Practice included all matters described below under Troutman Sanders LLP.*

**Troutman Sanders LLP**, Atlanta, Georgia 1995 - 2001  
Partner 2000-2001  
Of Counsel 1998-1999  
Associate 1995-1997

Broad employee benefits, ERISA, and executive compensation practice. Drafted employee benefits documents (including plans and plan amendments), and researched and consulted on plan-related issues and related tax matters. Represented clients in court and before the IRS and Department of Labor. Representative experience included:

- Advising clients with respect to the design, implementation and administration of pension and welfare benefit plans and drafting plans and plan disclosures
- Advising clients with respect to fiduciary standards under ERISA
- Advising clients on all aspects of executive compensation including the design, disclosure and implementation of supplemental executive retirement plans, excess benefit plans and employment agreements
- Advising clients on the design and implementation of equity compensation plans, including stock options, restricted stock, restricted stock units, phantom stock and stock appreciation rights
- Negotiating and coordinating employee benefits issues arising in mergers, acquisitions and other corporate transactions
- Advising clients on change in control and severance matters, including golden parachute matters
- Advising clients with respect to ERISA litigation



**Booth, Wade & Campbell**, Atlanta, Georgia

1993 – 1995

**Associate**

(Firm Dissolved)

Employee benefits, tax, estate planning and business law associate

**Hurt, Richardson, Garner, Todd & Cadenhead**, Atlanta, Georgia

1989 – 1992

**Associate**

(Firm Dissolved)

Employee benefits, tax and business law associate

**Georgia-Pacific Corporation**, Atlanta, Georgia

1987 - 1988

Tax Attorney

Duties included handling international tax, taxation of joint ventures, and employee compensation matters. Principal duties included implementation of a foreign sales corporation (including drafting of various contracts); discussion of audit issues with IRS agents; analysis of potential acquisition targets.

**Touche Ross & Company** (now Deloitte), Atlanta, Georgia

1985 - 1987

Tax Consultant

Principal duties included researching and writing petitions, protests and memorandums for internal and external purposes; consultation of clients on various tax issues; preparing and reviewing tax returns; and valuing closely-held corporations.

## **EDUCATION**

L.L.M. in Taxation, University of Florida, May 1989, Class Rank: 3 of 57

J.D., University of Georgia, May 1985, Class Rank: 97 of 249

B.A. in Accounting, Kent State University, May 1982, GPA: 3.6/4.0, Accounting GPA: 3.8/4.0

## **PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS**

Member, State Bar of Georgia

AV Martindale-Hubbell rating since 1996

Georgia Trend magazine's 2009 and 2010 Legal Elite

Georgia Certified Public Accountant (CPA)

Touche Ross Exceptional Achievement Award

Article used by the Treasury Department to substantially repeal the same desk rule

Board member, Midtown Assistance Center

Many articles on public finances and other topics published by *The Atlanta Journal- Constitution*

## **PROFESSIONAL PUBLICATIONS: See Following Two Pages**



## PUBLISHED ARTICLES AND BOOKS

*Legal Handbook for Financial Planning in 2019* (a book), self-published and available on [www.amazon.com](http://www.amazon.com), April 2019

*Do Tax-Qualified Plans Still Make Sense?—The Sequel*, Winter 2019 edition of *Journal of Pension Benefits*

*A Libertarian's Take on the Tax Cuts and Jobs Act of 2017*, Summer 2018 edition of *Journal of Pension Benefits*

*Legal Handbook for Financial Planning in 2018* (a book), self-published and available on [www.amazon.com](http://www.amazon.com), February 2018

*Eliminating the Income Tax While Balancing the Budget*, September 4, 2017 edition of *Tax Notes*

*A Profitable Valuable Employee Benefit*, Summer 2017 edition of *Journal of Pension Benefits*

*Legal Handbook for Financial Planning in 2016* (a book), self-published and available on [www.amazon.com](http://www.amazon.com), March 2016

*A Means of Meeting the Dudenhofer Standard*, Autumn 2015 edition of *Journal of Pension Benefits*

*Why DC Plans Make Sense for Taxpayers and Governmental Employees*, Spring 2014 Edition of *Journal of Pension Benefits*

*Why Work? How the Federal Entitlements and Tax Systems Equalize Income and Wealth* (book; co-authored with Jonathan Godbey, Ph.D. Finance), self-published and available on [www.amazon.com](http://www.amazon.com), March 2014

*A Case for Changing Public Retirement Benefits in Georgia (and Possibly Elsewhere)*, published by the Georgia Public Policy Foundation in February 2014

*Is Treasury's New Reg Scheme for Return Preparers Lawful?* October 15, 2012 edition of *Tax Notes*

*Do Tax-Qualified Plans Still Make Sense?* Spring 2011 Edition of *Journal of Pension Benefits*

*Are the New ERISA Section 408(b)(2) Regulations Unlawful?*, Winter 2011 edition of *Journal of Pension Benefits*

*Roth Conversion Strategies*, March 19, 2010 edition, *Daily Tax Report*

*The 2010 Roth Conversion: What is Known, What is Easy and What is Hard*, December 22, 2009 edition of *Daily Tax Report*

*Fixing Social Security: What is Fair and Practical?* November 12, 2009 edition of *Daily Tax Report*

*Answers to Two Important Questions Regarding High Deductible Health Plans and HSAs*, April 30, 2008 edition of [benefitslink.com](http://benefitslink.com) (welfare)

*'Fair Tax' Ignores Economic, Mathematical, Legal Realities to Buy Votes*, January 25, 2008 edition of *Daily Tax Report*

*Reconsidering the Roth 401(k)*, June 26, 2007 edition of [benefits link.com](http://benefitslink.com) (retirement)

*The Need to Simplify the Pension Laws and Some Means of Doing So*, Summer 2007 edition, *Journal of Pension Benefits*



*Eliminating the Whipsaw*, March 26, 2007 (part 1) and April 2, 2007 (part 2) editions of *Pension & Benefits Week*

*Why the Fair Tax is a Sham* (book) self-published and available on [www.lulu.com](http://www.lulu.com), October 2006

*An Alternative to the Uniform Coverage/Use it or Lose it Approach to FSAs*, June 16, 2005 edition, [benefitslink.com](http://benefitslink.com) (welfare)

*Notwithstanding Notice 2005-42, the "Use It or Lose It" Rule should be Eliminated*, May 23, 2005 edition of *Pension & Benefits Week*

*Dutch Auctions, Company Stock and 401(k) Plans*, Spring 2005 edition of *Journal of Pension Benefits* (co-authors, Kent Auberry and Martin Erwin)

*The Upcoming 401(k) Dilemma*, April 11, 2005 edition of [benefitslink.com](http://benefitslink.com) (retirement)

*USERRA Implications to 401(k) Plans and Matching Contributions*, Autumn 2003 edition of *Journal of Pension Benefits*

*A Case for Inapplicability of Code Section 457(f) to Defined Benefit SERPs*, June 16, 2003 edition of *Pension & Benefits Week*

*Season of Scandal: The Sarbanes-Oxley Act and the Implementation of Corporate Reforms by the SEC*, a September 2002 Smith Moore publication (co-authors, Kent Auberry and Matt Cunningham)

*Defined Contribution Plan Complexities of USERRA*, Summer 2002 edition, *Journal of Pension Benefits*

*Eligible Individual Account Plans and ERISA's Fiduciary Duties*, Autumn 2001 edition of *Journal of Pension Benefits*

*401(k) Plan Loans and Participant Bankruptcy*, Summer 2001 edition, *Journal of Pension Benefits*

*Accrued Benefits of Missing Participants in Non-Terminating Retirement Plans* (co-author, George Prothro) in the spring 2001 edition of *Journal of Pension Benefits*

*S Corporation ESOPs in Dispositive Sales and Reorganization Transactions* (with Lynda M. Crouse and Greg Kniesel) in the January/February 2001 edition of *Valuation Strategies*

*The Same Desk Rule After Revenue Ruling 2000-27* in the September 5, 2000 edition of *Pension & Benefits Week*

*Why the Same Desk Rule Should Not be Applied to Cash Asset Sales* in the November/December 1999 edition of *Journal of Taxation of Employee Benefits*

*Employee Leasing Rules Present Problems* in the September 3, 1999 edition of *Tax Management Compensation Planning Journal*

*Funding Options for Self-Insured Medical Plans: Which Is Best?* (co-author, Christina M. Maistrellis) in the January/February 1999 edition of *Journal of Taxation of Employee Benefits*,

*ESOPs for S Corporations: A Good Deal for a Profitable Company* in the November/December 1998 edition of *Journal of Asset Protection*

*ESOPs for S Corporations: Real Value Depends on Profitability* in the May/June 1998 edition of *Journal of Taxation of Employee Benefits*



## ANDREI MIKHALEVSKY

• Atlanta, Georgia 30326

(Cell) •

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### SUMMARY

Innovative Chief Executive and Board Member with significant global experience and an outstanding record of results in consumer products, agriculture and “business to business” industries. Recognized for profitable growth, “turnarounds”, M&A, commercializing innovation and revitalizing mature brands. Demonstrated leadership in board positions and directing organizations successfully through change including strategic planning, sales, mergers, refinancing and public listings. Deep knowledge of global markets, consumer products, agriculture, dairy industry and national government advocacy.

### PROFESSIONAL EXPERIENCE

**CALIFORNIA DAIRIES INC., Visalia California**

**2012 – December 2019**

***President and Chief Executive Officer***

California Dairies, Inc. (CDI) is the largest milk marketing and processing cooperative in California and the second largest in the United States (9 percent share of the US milk supply). CDI (\$3.5 billion USD) manufactures butter, cream cheese, fluid milk products and milk powders. CDI is the largest US dairy exporter and butter manufacturer. CDI operates Challenge Brands as a wholly owned subsidiary, has majority ownership in Dairy America and has a dairy foodservice distribution business. The company offers branded and private label products domestically and in over 50 countries.

- Developed a long term strategic plan that transitioned CDI from a strong national organization to an international market leader. The strategic plan reinforces a performance based culture and repositioned the company’ product portfolio.
- Advocated for the cooperative membership and the US Dairy industry both at the State and Federal level currently focused on trade policy, immigration and water regulations.
- Consistently set earnings records in the first two years resulting in a 40% annual return on invested capital for the owners. ROE has averaged above 15% per year for last eight years.
- Developed and initiated a capital plan to support the asset strategy including growth and optimization. The plan resulted in capital for growth to support an expansion plan increasing capacity and the expanded production of higher margin products.
- Improved financial performance by restructuring the debt and bank portfolio for the company resulting in lower interest rates, more acceptable covenants and an increase in patronage dividends through a reduction in the number of commercial banks.
- Segmented the company into defined business units with full P&L accountability. Added R&D, technical, sales and marketing resources to improve innovation and interaction with the customer base both domestically and internationally. Opened an Innovation Center to sell, market and co-develop newly designed value added products.



- Eliminated a third party supply chain provider for the international markets at Dairy America. This necessitated the complete development of international sales, marketing and supply chain functions.
- Developed a board approved risk management strategy to reduce commodity volatility.
- Increased innovation efforts by expanding product offerings, increasing the customer base, developing new geographies insuring reduced volatility in earnings. Added new self-manufactured product segments including spreadable butters, retail and foodservice cream cheese, AMF, Milk Protein Concentrates and Isolates, and increased the availability of higher specification milk powders.
- Acquired Security Milk Processors, the fourth largest cooperative in California to improve returns by strengthening the fluid sales portfolio and insure a consistent supply of raw materials. Acquired the milk powder assets from Hilmar Cheese to update the asset portfolio.
- Added a new subsidiary, Sunrise Labs in Visalia to perform all finished product testing and retention.

**FONTERRA COOPERATIVE, Auckland, New Zealand / Chicago IL****2007 – 2011**

***Managing Director Global Ingredients and Foodservice,  
Managing Director Latin America,  
Global Head of Technology and Innovation***

Fonterra is the world's largest dairy processor and the fifth largest dairy company in the world, (\$14 billion USD). Global Ingredients is a \$6+ billion USD business that manufactures and sells dairy and specialty ingredients in over 140 countries. The portfolio includes liquid and powdered milks, butter, and cheese, highly specialised protein ingredients in medical application, cultured foods, infant nutrition and foodservice products. Lead a staff of 20 direct reports with over 4,000 employees.

- Set the strategic direction and positioned the Global Ingredients division as the core competency of the overall company.
- Participated in leading the framework for capital restructure and in developing "the case for change". Three phase capital restructure was successful in developing a traded share that insures capital for growth and a significant reduction in shareholder redemption risk.
- Led a "turn around" in the Ingredients business from a negative EBIT position to positive earnings performance resulting in EBIT turn around of \$320 Million in year 1.
- Drove the transition from a low margin commodity dairy ingredients business to double digit margin value add and specialty ingredient business by successfully commercializing existing and developing new pipeline intellectual property.
- Repositioned the Infant Nutrition Business resulting in supplying 10% of the world market. Expanded key customer partnerships to include contract manufacturing and a highly specialized ingredient business. Supplied the Top 5 Infant Nutrition customers.



- Repositioned food service business as a global \$500 million business with McDonalds, Starbucks, Yum, Pizza Hut and Domino's. Developed innovation and solution selling to create new wealth in cheese, pastry and dairy offerings while expanding the geographic reach.
- Improved investment and JV earnings +300% by focussing on effective price management and portfolio rationalization opportunities. Expanded investments with Burrill Health and Science Ventures and acquired a position in new start-ups.
- Consistently led the operating units in the company in employee engagement results as measured by Gallup. Utilized various employee engagement measurement tools to evaluate and strengthen employee satisfaction and develop high performing work teams.
- Created a strategic plan for innovation and executed by developing a global set of application centers in Chicago, Tokyo, Melbourne and Amsterdam to support the lead R&D technology center in New Zealand. These efforts resulted in over \$200 million in new ingredient sales from innovation each year.
- As Chairman, led DairiConcepts, (\$800 Million USD joint venture with Dairy Farmers of America) to drive positive performance in both revenue and earnings by resetting the key strategic goals. Improved performance from low single digit returns to exceed 15% ROIC.
- Expanded the business base of DFE (\$500 Million USD joint venture with Royal Friesland Campina) through the acquisition of DPL and internal capacity expansion to a 30%+ market share of the pharmaceutical lactose and disintergent businesses.
- Successfully managed Soprole (40% dairy market share in Chile) through the February 27<sup>th</sup>, 2010 earthquake recovery and grew earnings the same year by +44%. Successfully entered the bottled water business gaining a profitable 6 market share within 18 months.

**SYMRISE INC, Holzminden Germany / Teterboro, NJ****2004 - 2007*****Global President Flavors, Management Owner /Executive Board***

Symrise is a German based \$1.5B global creator of Flavors, Fragrances, Cosmetics and Aroma ingredients. The company was formed in 2001 by EQT Equity through the merger of Haarmann & Reimer (Bayer Corporation) and Dragoco in 2001. Direct responsibility for the core most profitable Flavor Division (\$800 Million Revenue).

- Completed a \$100 million EBIT "turn around" and positioned the company for an owner exit that would deliver exceptional value to the shareholders. IPO completed in December 2006 on the Frankfurt stock exchange.
- Grew net sales to the third largest Flavor share (10%) worldwide while improving EBITDA margins to over 20%. Consistent double digit earnings growth over 3 years.
- Identified and acquired companies to support business growth and to add immediate short term value to the company. Acquisitions completed in North America and Europe – Flavours Direct UK and Aromatics Madagascar.



**GEORGIA PACIFIC CORPORATION, Atlanta, GA****1997 – 2004****FORT JAMES CORPORATION, Norwalk, CT (Acquired in 2001)***President North American Retail Business (2002 – 2004)**Vice President - North America, Norwalk CT / Atlanta GA (2001 – 2002)**Senior Vice President, Consumer Products North America (1997 – 2001)*

Georgia Pacific was a \$22 Billion USD producer of building materials, packaging and consumer paper products. Led North America's largest retail consumer paper business, \$3.5+ billion business (\$600 million EBIT, \$140 Million marketing spend) with leading market share in both brands and customer brand businesses. Lead 15 direct reports with staff of 450.

- Revitalized flagship brands Quilted Northern and Brawny in the premium segments through product improvements and targeted integrated marketing programs. Attained branded category market share leadership in all key businesses.
- Awarded Promotion Marketing Association's "Super Reggie" for the "Do you know a Brawny Man" promotion.
- Developed customer brands (Private Label) business to 40% market share and participated in all key strategic account programs in North America including Wal-Mart and Costco.
- Established a 20% revenue target for new business growth. Year one results delivered over \$100 million in incremental revenue. New products included Brawny in a box, Vanity Fair Tablecloths, Brawny Freshkins, and licensed Scooby Doo and Spiderman prints.
- Initiated a program to balance assets improving cost position and increasing capacity to meet changing marketplace demands. Invested \$600 million in capital to improve product performance. Managed an additional capital budget of \$175 million per year.
- Participated in and lead segments of integration of acquisitions of the James River Corporation and Fort James Corporation.

**CAMPBELL SOUP COMPANY****1976 – 1997***Vice President, Supply Chain Management, Camden, NJ (1995-1997)**Vice President, General Manager Sales, Camden, NJ (1993-1995)**Vice President Strategic Sales Systems, Camden, NJ (1993)**Vice President, National Accounts and Customer Planning, Camden, NJ (1992-1993)**Vice President, Business Planning, Camden, NJ (1991-1992)**Selected Executive Accomplishments:*

- Participated in revenue growth from \$1.5 Billion to over \$7 Billion with involvement in introducing new brands including Prego, Home Cookin', Chunky Soup, Refrigerated V8, Swanson Great Starts, Red and White soup line extensions.



- Developed North American business models for international segments and implemented the plans in the US and Canada. Established Godiva retail stores in the US and introduced private label cookies sourced from Delacre, Belgium.
- Participated in the acquisition / integration of Pace Foods (\$1.5B) and Vlasic Pickles.
- Participated in the development of the first VMI – Continuous Replenishment program in the US at Wal-Mart, HEB and Kroger.

### **EDUCATION/AFFILIATIONS**

Stetson University, BBA Finance, Deland FL (1976)

University of Southern California, Food Executive Program (1988)

Testified before the House Ways and Means Trade Subcommittee (2014)

Testified before the House Livestock and Foreign Agriculture Subcommittee (2019)

Smith Foods, **Board Member** (2017-Present)

IDFA, Executive **Board Member, Chairman Ingredient Committee** (2014 – Present)

NMPF, **Board Member and Delegate** (2019-Present)

Dairy America, **Board Member** (2012 – Present)

Challenge Food Products, **Board Chairman** (2012 – Present)

USDEC, **Board Member, Operating Committee** (2011 – Present)

Dairy Innovation Center, **Executive Board Member** (2011 –Present)

State of California Dairy Advisory Committee, **Member** (2011 - Present)

Fresno State Institute for Food and Agriculture **Advisory Board** (2015 – Present)

National Multiple Sclerosis Society, **Board of Directors** (1988 – 1992)

GMA Process Improvement Group - Continuous Replenishment, (1996 – 1997)

GMA Sales Advisory Council, (1998 - 2001)

A.S.M.C. Manufacturer Advisory **Board of Directors** (1999 – 2001)

A.C. Nielsen, **Advisory Board**, (1999 – 2001)

GMA Industry Affairs Council, (2002 – 2004)

Ahold, Manufacturers Advisory Board, (2002 – 2004)

Flavor Extract Manufacturing Association (2004 – 2007)

Sheltering Arms, **Board of Directors**, (Early Education Centers, Atlanta) (2003 – 2007)

Dairy Partners of America (Nestle JV), Sao Paulo Brazil, **Board Chairman**, (2007 – 2011)

DairiConcepts (Dairy Farmers of A. JV), Kansas City Mo., **Board Chairman** (2007 – 2011)

DFE Pharma (Freiland Campina JV), Goch Germany, **Board Chairman** (2009 – 2011)

Fonterra Japan (Nissei JV) Tokyo Japan, **Board Member** (2007 – 2011)



# Andrew J. Bauch

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██████████ Guyton, GA 31312, ██████████

## Objective

Completions Electrical Design Engineer – TS 1

## Education

**AAS | MAY 12, 2017 | EASTERN NEW MEXICO UNIVERTISY ROSWELL**

- Major: Aviation Maintenance Technology
- Minor: Career and Technical Education

**CARPENTRY | MAY 10, 1989 | ROCHESTER TECHNICAL INSTITUTE**

Major: Carpentry

## MANAGEMENT

- 19 years of leadership experience in various positions within the United States Army

## SALES

- Provide Direct contact and instruction to clients who purchase training packages for their Gulfstream Aircraft.

## COMMUNICATION

- Technical training instructor with 7 years' experience of instruction at all levels of training both with Gulfstream Aerospace and the United States Army

## LEADERSHIP

- Proven dedicated team leader who successfully led men and women into hostile environments with no losses. Personally, handles classroom environment and groups of clients safely in classroom as well as on practical training on flyable aircraft.

## Experience

**TECHNICAL TRAINING INSTRUCTOR | GULFSTREAM AEROSPACE | OCT 2016 - PRESENT**

Conduct classroom and practical training as requested at all GAC, GDAS, and Flight Safety facilities. Training may include certification training for engine/APU qualifications, Aircraft Recurrent/Refresher Training, Familiarization Training, and System Line Maintenance Training on assigned aircraft or on assigned systems for employees and customers. Identify, research, and verify technical accuracy of information required for training course development. Monitor all applicable information sources to determine required changes to current training programs. Prepare and contribute to the development of all necessary training materials (course outlines, lesson plans, books, handouts, presentations, CBTs) needed to meet training objectives while maintaining established departmental, company, and training provider standards. Prepare all necessary training materials (course outlines, lesson plans, books, handouts, presentations, CBTs) needed to meet training objectives while maintaining established departmental, company, and training provider standards. As assigned, maintain technical expertise on existing Gulfstream products and acquire knowledge on new product designs from available sources, i.e. Engineering, Tech Ops, Pubs, etc. As assigned, obtain, and maintain



qualification to instruct in at least two subject areas (system, area or subject) and any associated simulator requirements. Schedule Aircraft Equipment resources as required for Practical Training. Update training records accordingly to company and training provider standards. Prepare and coordinate technical data and training information as required for use in off-site training/seminar sessions. Solicit, promote, and exhibit a spirit of teamwork between Gulfstream and Flight Safety

#### **AVIONICS TECHNITION SR. | GULFSTREAM AEROSPACE | FEB 2013 – OCT 2016**

Provided technical expertise in testing aircraft systems, troubleshooting and repairing system discrepancies to ensure minimum schedule impact. Demonstrates technical expertise by implementing process changes to reduce cost and meet schedule without compromising safety or quality. Worked in 650 completion center in accordance and maintained familiarity of 14 CFR under assigned repair station licensee. Demonstrates technical skills and expertise in avionics and aircraft systems operational testing and troubleshooting. Performs the installation and functionally testing of electrical/avionics and GCMS components and systems on aircraft per Engineering specifications, drawings and maintenance manuals ensuring a defect free system. Ensures quality and efficiency of all installations: troubleshoots processes/concepts to provide timely, quality repairs of malfunctioning systems. GCMS/AVDS Configuration file loading and updates, SPDS updates and software loads. Demonstrates effective repair techniques using acceptable practices including splicing, soldering, and pinning of wiring. Performs and complies with engineering changes and modifications as required. Sets up and operates necessary test equipment. Conducts functional and operational tests to evaluate performance and reliability. Ensures that all work performed on the aircraft is properly and completely documented and ready for inspection. Tests and maintains test equipment, electronic systems, and components. Complies with the company FOD program, tool control program, 5-S program, and all safety regulations. Supports aircraft certification and final phase testing, conducting flight tests on aircraft and performing other duties as assigned. Provided loan in help to G450 and G550 Completion Center when schedule permitted performing the same duties as G650 completions. Demonstrated proficiency in the operation and troubleshooting of other aircraft systems or disciplines other than avionics, such as hydraulics, landing gear, flight controls, environmental controls or structural installations and repairs. Possesses the Ability to read and interpret basic blueprints and schematic diagrams. Demonstrates excellent communication skills as well as a skilled user of power Point, MS Word, and Lotus Notes. Routinely lifts and moves items from 40 to 80 lbs.

#### **ARMAMENT AVIONICS ELECTRICAL REPAIR SUPERVISOR | UNITED STATES ARMY | JUN 1995 – FEB 2013**

Managed the Armament Electrical Avionics Shop of 38 repair technicians that maintained a fleet of 24 Helicopters. Experienced with models such as AH-64 A&D, UH-60 A&D, and CH-47. Served in all roles of maintenance and maintenance management to include Production Control and Quality Control. Shared subject matter, and technical expertise as well as consultation to all who performed maintenance on Armament, Avionics, Navigation, and Electrical Systems inherent on all military Aircraft. Troubleshoot and performed operational checks of Avionics communications systems such as Doppler, UHF, VHF, HF, SINCGARS, BFT, SATCOM, ADF, and GPS systems such as embedded global positioning systems. As well as Helmet displays sight systems provided by Honeywell, FLIR and Radar sight systems, power generation and utility electrical systems. Proficient in troubleshooting systems such as flight controls and fly by wire systems controlled with a flight management computer. Used schematics and diagrams in interactive technical manuals to test systems and troubleshoot problems. Set up and used avionics specific test equipment to aid in troubleshooting of aircraft systems. Proficient with computers and data base systems such as Microsoft office suite. Routinely engaged and briefed senior officers including General officers on combat readiness of aircraft while forward deployed.



As an Instructor/Technical writer I was responsible for 24 Military and two civilian Instructors teaching a combined student load of 200 American and 36 International students annually. Provided direct and indirect instruction to over 1500 total Aircraft Maintainers at all levels for Armament Electrical and Avionics Systems. Under general supervision assisted in the research, and development of training curriculum. Demonstrated strong verbal, written, and teaching skills. Provided assistance in the installation of and used media equipment in the classroom. Maintained control of classroom environments and abilities to diffuse difficult situations. Attended Instructor Evaluator Training and evaluated subordinate instructors for currency. Provided subject matter expertise for lesson plan development in the United States Army Aviation Logistics School and worked with a group of instructor writers that developed the courseware for the Apache Longbow course adopted from Boeing to be taught in Army schools.

#### Gulfstream Training:

G650, G550, GV Maintenance Initial  
G550, GV 5th Week Avionics  
Certified Avionics Technician course  
Reduced Vertical Separation Minimums  
Repair Station Manual / Quality Control Manual  
Human Factors in Maintenance  
Fiber Optics Handling and Installation  
Solumina Basic  
Lean Foundation  
Catia V5 and Smarteam

#### Military Job Related Training

Commanders and First Sergeants Course, 2009  
Instructor Evaluator Course, 2008  
Senior Leaders Course, 2004  
Advanced Leaders Course, 1999  
Drug and Alcohol Testing Administrators Course, 1998  
Instructor Development Training Course, 1999

(Jan 2004 – May 2004) Advanced Aviation Noncommissioned Officers Course, US Army  
(Jan 1999 – Jun 1999) Apache Longbow Armament Electrical Avionics Repair, Boeing, Mesa AZ.  
(Nov 1997 – Mar 1998) Basic Noncommissioned Officers Course, US Army  
(Jun 1995 – Oct 1995) Apache Armament Electrical Systems Repair Course, US Army  
(Aug 1993) Primary Leadership Development Course, US Army

#### Personal Education:

113 semester hours towards a BA in Career and Technical Education at Eastern New Mexico University Portales, NM.

#### References:

Kenneth Hibbs, Operations Manager III, [REDACTED]  
Javier Burgos, Aircraft Coordinator Production, [REDACTED]  
Kenneth Moore, Avionics Installer G650 Production, [REDACTED]



*Greetings.*

*I am submitting my request for consideration for the position of gubernatorial appointment to the U.S. Senate following Johnny Isakson's retirement - effective December 31, 2019 - for the remainder of his unexpired term.*

*I trust that my involvement in my community, the state of Georgia and being that of a dedicated die-hard military family, fairness to all and my ability to represent the public regardless of gender, religion or political affiliation, amounts other qualities, qualifies me as a perfectly credible candidate for the people of Georgia and the United states of America.*

*Thank you in advance for your consideration*

*Angela*



PROFILE. EDUCATION. SKILLS

*"...exceptionally energetic and enthusiastic and very authentic in every PR campaign, understanding that What you get put in is what you get out...Angela projects a charisma that captures the imagination of the populous...demonstrates excellent business management skills...She is by all means an educator in her chosen field"*

**Gus Readmon**

Music Quest Entertainment,  
Chicago, Ill.

*"...Angela's business background coupled with her unspoken passion for Music and the Arts, along with her technology ability is taking her very far...She seeks cooperative opportunities in the media and asserts her knowledge to accommodate goals....I recommend her with the highest regard..."*

**Wendell Ralph, CEO**

Psalms Group,  
Atlanta, GA

*"Angela is an awesome Publicist. Her attention to detail has helped me to keep my Father's legacy alive"*

**Sheila Raye Charles**

**Professional Profile**

I am a skilled communications professional and creative artisan, committed to my craft and proud of my contributions to the industry and my community: an unparalleled and dedicated "Entertainment Publicist, Mass & Social Media Maven." Results driven. Able to handle high-pressure, fast-paced campaigns with effect of ease. Experienced working with high profile clients with multiple and complex brands. Experienced with VIP, celebrity events and confidential situations. Brand Resuscitator, Crisis Manager.

**PC & Publishing**

- Microsoft Windows
- 2010-2013 MS Word/Excel/Publisher/Power Point
- Email/Face Book/Twitter/LinkedIn/ Instagram/ReverbNation/Sound Cloud/App web Integration

**Education and Certifications**

University Of The District Of Columbia, Washington, DC

**Emergency Medic- Pharmacy Program II**

Prince Georges Community College, Upper Marlboro, Maryland

**Advanced Business & Theory** 1995

Georgia Technical Institute Atlanta, Georgia **Bachelor of Science and Biology** 1990

**Political Training**

**EMILY's List Political Training Program** –Certified: Acquired, in-depth knowledge of the latest techniques for fundraising, message development, grassroots organizing, media strategy, and voter contact. This training program arms candidates with the skills needed to gain an advantage in any political situation.

**The White House Project: Boot Camp** -Certified: A comprehensive training course in public speaking and ballot measure to become a spokes-woman in many situations. This experience enhanced my ability to speak persuasively with passion and purpose, and expanded my capacity to discuss and defend issues. This course of training equipped me with information to be an expert in the area of national security, which is typically dominated by men. Training provided skills to create a winning plan for raising money. Finally, strategies, in developing a winning voter contact and field plan.

**Emily's List Political Opportunity Training Program** - Certified: Learned, in-depth knowledge of the latest techniques for fundraising, message development, grassroots Organizing, media strategy, and voter contact.

**The White House Project: Campaign Training** - Certified: This is an intensive, highly interactive training course in campaign strategy, promotions and fundraising.

**Kennesaw State University Candidate Training Project** -Certified: This training prepared me for the legal aspect of political management.

**Honors & Awards**

- Atlanta's Hottest Publicist Award 2011, 2012, 15 & 19
- Executive of the Year "The Chosen Awards"-2010
- Democratic Chairman's award- 2008
- Appointed-Georgia Ambassador— 2008~ Secretary of State of Georgia
- Outstanding Georgia Citizen - 2007 ~ Georgia House of Representatives Resolution
- Youth Volunteer - 2006 ~ Junior Achievement Award

**Unique Qualifications**

As the former communications director for a political organization, with a clear understanding that, Entertainment, Business, Politics and Religion are all synonymous; politics has perfectly positioned me to do "the people's" business in every genre' of every spectrum of the Arts.

This has afforded me the opportunity to be the out spoken authority figure that my clients have come to expect. Fusing my background of entertainment, civic and social affiliations and politics has proven a perfected blend of bi-partisan relationship building, knowing that everyone falls within one of these categories'. It has been my own secret formula that has gotten both my feet in any door I have knocked upon. I am willing to relocate.



## CV & Political Resume of Angela Moore

E: [REDACTED]  
"...deeply involved in  
mastering of the Arts in all  
forms, in-depth researcher and  
detailed designing of  
promotional campaigns, along  
with her bold and assured  
personality, makes Angela one  
of the most pragmatic

Publicist...I look forward to  
seeing Angela win her first  
Emmy Award."

**Maynard Eaton**, 9 time,  
Emmy Award Journalist

Angela's ability to motivate

her clients and share a love of  
entertainment makes her a

successful and skilled Public

Relations professional. ...I

support this awesome woman  
of God."

**BB King**, Los Vegas, NV.

Angela is the epitome of Pop

Culture in a cultured

society. Her vision for the

humanities are forward in

thinking and sets the tone for  
the next 7 generations "

**Ambassador, Andrew**

**Young**, Atlanta, Georgia

**My Publicist, Inc.- CEO/PUBLICIST**, October 1, 2001 to present a national  
Publicist firm based in "The Heart-Beat of the South"- Atlanta, Georgia.

The firm specializes in mass and social communications for national and international events, public figures,  
high profile entertainers and businesses' world-wide.

### Music, Artists' & Record Labels

- **Alternative Quartet**, Electric String Orchestra, Trinidad and Tobago- **Classical/Caribbean**
- **Claudette King**, Daughter of legendary blues man, BB King - **Blues**
- **Sheila Raye Charles**, Daughter of legendary soul artist, Ray Charles- **R & P**
- **Saphan Pickett**, Daughter of Fall of famer, Wilson Pickett- **Rock and Roll**
- **Vaughn Anthony**, Brother of Grammy winner, John Legend – **Pop/R&B**
- **LaStar Fishburne**, Nephew of Academy Award nominee, Lawrence Fishburne- **Urban/Rap**
- **The Real Rude Boyz**, **R&B**
- **Chick Willis**, **Blues**
- **Tony Terry**, **R&B**
- **"7-The perfect Number"**, **R&B**
- **Shawty Dred**, **Hip Hop**
- **Mike D- International Celebrity "DJ"**, Doha, Qatar
- **Psalms Group**, Atlanta, GA
- **Music Quest Entertainment**, Chicago, Ill
- **Brooklyn West Records**, Brooklyn, NY/ Los Vegas, NV

### Stage, Video & Television

- **"Mamma Don't Go"** (traveling reality stage play) A Bavarlee Bernstein Productions
- **"Remembering Ray"** Tribute to Ray Charles- ATL, GA
- **"The JD and Reggie Show"** ATL, GA
- **"The Wilson Pickett Story"** Maxwell Pickett (bro. of Wilson Pickett) ATL, GA
- **"Let Dem Guns Blam"** (video) Waka Flocka Flame ATL, GA
- **"Get it all"** (video) Tony Terry, Wash. DC
- **"It Is What It Iz"** **Gram Fishburne**, Brooklyn, NY
- **"Lord lay Your Hands On This Man"**- A Brian Main Production- Alabama
- **Theatre South**, Herman Lavern Jones- South Carolina

### Actors, Public Figures & Business

- **Fiskar "Karma" Automotive** - Anaheim, California
- **Fifth Degree Tours**, major Concert Promotor- Charlotte, North Carolina
- **Marla/Angela Gibbs**, "Campaign for Marla Gibbs to Host Saturday Night Live"- Los Angeles, CA
- **Camela Chavers Douglass**, International Fitness Expert- Englewood, Ohio
- **Echosworld Ent.**, Film Productions- Los Angeles, CA
- **American Technologies**, Film Productions- Atlanta, GA
- **Ambassador Andrew Young's 80th Birthday Celebration, (Former Atlanta Mayor)** Atlanta, GA
- **"Coach" Maurice Gerrard Douglass Sr.**, - Englewood, Ohio
- **The Nation's Premiere Ethnic Golf Club, Inc.** - Tampa, FL.
- **Street Basketball Association, Jerrod Mustaf (former NBA Player)** - Mitchellville, MD
- **Craze Magazine**- Buffalo, NY
- **"Birra Mirosa Beer Brands"**, **Tarricone Brewery**- Balvano, Italy
- **Blair Underwood**, book signings for "South by Southeast."

### Events

If it's Georgia entertainment, I may have had a hand in it.

- Concerts
- Plays
- Theatre
- Mucials
- Movie Sets
- Political events
- Community events



## Political *Resume'* of Ms. Angela Moore

❖ **2009-2010 - Candidate – Georgia Secretary of State.** Statewide recognition & contact base.  
(7) Candidates ~ 30.5 % of Votes.

❖ **2007-2008 - Candidate – State Senate** Dist. 42 (3) candidates ~ 47.4% of Votes received.

❖ **2005-2006 - Candidate – DeKalb County Commissioner.** (3) Candidates of 37.2% of Votes received.

### Professional Civic & Social Affiliations

- Georgia Grammys
- UNICEF 'TAP' – Ambassador Volunteer
- New York Emmys–Member
- Georgia Black Publicist Assoc.
- Hosea Feed the Hungry "Save the Children in the Philippines/Haiti and Healthcare" Campaign
- YMCA Child Care Academy – Board Member
- American Business Association–Member
- United Methodist Church –Member
- Georgia Association of Latino Elected Officials
- Georgia Association of Black Elected Officials
- Georgia Chamber of Commerce
- National NAACP
- National Hispanic Professional
- The Hank Stewart Foundation
- The Betwixt N Between Foundation
- Junior Achievement
- Tavis Smiley Foundation

Angela Moore

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

❖ **DeKalb County Democratic Party** - Member

❖ **Georgia Democratic Party** Communications Director -2004 - 2010

❖ **House District Chair** -2000 -2009

❖ **State Committee Member** -2000 -2010

❖ **2001-2011 - Campaign Consultant/Field;**

❖ **Organizer/Fundraiser/Debt Retirement Manager**

✓ (4) State Representative

✓ (4) Magistrate Court Judge

✓ (3) State Court Judge

✓ (3) Superior Court Judge

✓ (2) Clerk of Superior Court

✓ (3) State Senate Race

✓ County Commissioner Race~ Run-off

✓ (3) School Board Race

✓ (3) County CEO Race

✓ (3) Presidential

❖ 2004-2006 - Senate Advisory Chair - Senator Steen Miles 43 Dist.

❖ 1991-1992 - The "William Jefferson "Bill" Clinton" **Presidential Campaign.**

❖ General Campaign worker - Washington DC/Maryland

❖ Phone Pooler/Banker/Surveyor

❖ Organizer **1980-1989 - The "Marion Shepilov Barry, Jr." Mayoral Campaign**

❖ General Campaign worker (JAFO)

❖ Youth Area Council Director – 5, 7 wards Washington, DC



- **DEMOCRATIC PARTY OF DeKalb COUNTY:** 2002- 2011- DeKalb Co. GEORGIA.–VOLUNTEER POSITION: CHAIR, Of The 92nd House District: Organized House District Residence For Voting & Censes Purposes And Provided Legislative And Democratic Updates.
- **HOSEA FEED THE HUNGRY AND HOMELESS:** 2000 TO 2012- ATLANTA, GEORGIA- VOLUNTEER POSITION: OFFICE WORKER/SERVER: VOLUNTEER: as needed in main office, retrieving and routing voice mail messages, returning calls, sorting inventory, and other duties as required. Serve proper holiday meals to all who attend mass dinners on thanksgiving, Christmas and Easter at main baseball field and city hall
- **THE AMERICAN LUNG ASSOCIATION:** 2000-2008- CAMP BREATH EASY, SUMMER CAMP, RUTLEDGE, GEORGIA. VOLUNTEER POSITION: Medical Team: Provide Medical and Emergency Medical Services to All Camp Attendees.
- **GEORGIA FOSTER PARENT:** 2006-2009- State of Georgia- volunteer position: provided temporary in home care to children in the custody of the state; provided a nurturing and stimulating family environment that met the child's basic individualized needs; accessed appropriate and timely educational, medical, dental, and psychological/counseling needs; supported and encouraged birth family visitation, reunification and connections as supported by the state.
- **DEMOCRATIC PARTY OF Georgia:** 2006-2009- Communications Director: Supervised staff and budget, develop and executed plans and established and maintain key relationships state-wide, managed staff, budgeting, planning communications and interacting with vendors, organizations and decision makers. Developed fundraising events by, creating communications materials for all capital campaigns. Implemented and executed all communications to statewide members and news media. Quality writing skills, writing press releases, generated annual reports, articles, op-ed pieces, advertisements. Exhibited In-depth knowledge of photo-editing and document-design. Familiarity with local and national media, Web page and social- media trends, expertise and experience handling sensitive and confidential issues.



# Angelic Moore

## Secundina Angelic Moore

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• Atlanta, GA 30305 •

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### PROFESSIONAL SUMMARY

27 years proven track record of experience and achievements in government, politics (including, numerous political and ballot measure campaigns), and business working across the aisle with a passion for building alliances. Established long-term professional and personal relationships with elected, community, and business leaders, as well as mass media professionals, whose forte is research, policy analysis, collecting datapoints, problem solving, and executing goals to assist with success.

### HIGHLIGHTS

- Analytical and Data Analyst
- Budget Development and Oversight
- Campaign Development and Management
- Communications Strategies
- Committee and PAC Fiduciary Management
- Content Development
- Corporate Presentations
- Crisis Management and Communications
- Editing
- Financial Management
- Government and Public Relations
- Grassroots Networking and Communications
- Internal Communications
- Interpersonal Skills
- Lobbying
- Media Relations
- Organized and Efficient
- Policy Issue Management
- Press Releases
- Press Briefings and Interviews
- Project Oversight
- Public Policy
- Public Speaking
- Relationship Building Expert
- Research
- Social Media
- Special Event Management
- Speech Writing
- Strategic Partnerships
- Strategic Planning and Communications

### EXPERIENCE

A Georgia Company (AGACO) – Atlanta, GA

**Present**

**Founder and President** of a government and public relations, political and business consulting, and special event company. Among other entities, clients include Fulton County Republican, LLC serving as the Executive Director, elected officials, and Top of Georgia that is the economic development initiative serving as the nonprofit fundraising arm for the Northwest Georgia Joint Development Authority (NWGAJDA) for which Georgia State Senate Rules Chairman Jeff Mullis serves as the President and CEO.

Kemp for Governor—Atlanta, GA

**August 2018 – November 2018**

**Deputy Finance Director** of Republican Gubernatorial Nominee Campaign assisting in the direction of the Finance Department to raise capital, supervising of staff, organizing events, and the writing of all fundraising event briefing papers.

Insider Advantage (IA) and Internet News Agency (INA) – Atlanta, GA

**2012 – 2015**

**Vice President** of an internet-based source for analytical information including polling and covering governmental, political, corporate, and general public policy issues as well as publisher of *James Magazine*. IA was founded by the 1990 elected Democratic Lieutenant Governor Pierre Howard (D) and the 1990 Republican Lieutenant Governor Nominee Matt Towery (R).



- Analyze and research public policy, polling, business and general political information
- Evaluate and formulate objectives to advocate on behalf of clients' best interests
- Consult on company accounts to manage corporate clients, government, and media communications
- Maintain bi-partisan political relationships
- Plan and assist with direction of on-line and printed publications

Newt 2012 Presidential Campaign – Atlanta, GA **2011 - 2012**  
**Atlanta Chairman**

Insider Advantage (IA) and Internet News Agency (INA) – Atlanta, GA **2005 - 2011**  
**Executive Director**

Georgia Trial Lawyers' Association Civil Justice PAC – Atlanta, GA **2004 - 2005**  
**Executive Director**

Insider Advantage (IA) – Atlanta, GA **2001 - 2004**  
**Legislative Liaison**

Georgia General Assembly – Atlanta, GA **2001 Legislative Session**  
**Legislative Assistant** for House Minority Caucus Vice Chairman, Honorable Garland Pinholster

Fulton County Board of Commissioners – Atlanta, GA **2000**  
**Administrative Assistant** for Fulton County Commission Chairman, Honorable Mike Kenn

Georgia Republican Party – Atlanta, GA **1999**  
**Administrative Assistant** for State Republican Chairman, Honorable Chuck Clay

## EDUCATION

B.A. Degree:  
 Political Science/Law  
 Georgia State University  
*Honors Program*

Certification:  
 Mediator in Conflict  
 Management  
 Justice Center of Atlanta  
*Workplace Disputes*

## AFFILIATIONS

Georgia State University Honors College  
 The Board of Visitors, Founding Member  
 Atlanta, Georgia

The Cathedral of Christ the King  
 Atlanta, Georgia



# BENTLEY HUDGINS

Atlanta, GA 30307 | C : | E:

*Young professional with over four years of demonstrated success in strategic communications, outreach, and policy advocacy. Policy experience includes: criminal justice, health, voters' rights, immigration, racial and ethnic equity and inclusion, economic justice, reproductive justice, comprehensive civil rights, constitutional protections, higher education, and K-12 education.*

## RELEVANT PROFESSIONAL HISTORY

### Georgia Budget and Policy Institute, Outreach Fellow

September 2018-current

- Built out a statewide network of organizations engaged in racial and economic equity work with shared policy priorities for People Powered Prosperity.
- Trained over 100 advocates across the state on needed policy reforms in health, higher ed, K12, economic mobility and revenue, as well as legislative and budget advocacy tactics.
- Supported Communications by producing needed presentation, social media, and print materials.

### American Civil Liberties Union of Georgia, Community Engagement Associate

October 2017-April 2018

- Lead organizer for our multiple issue area advocacy work (criminal justice, voters' rights, 1st Amendment, etc). Primary efforts were the SMARTJustice campaign and Gerrymandering Tour.
- Primary relationship holder for coalition and partnership management.
- Managed policy internship program, supervised intern research.
- Lead training program manager: Legal Observer, Know Your Rights.
- Supported other departments by producing research, policy reports and communications materials.

### Strategic Communications Consultant

November 2014-current

- Branding and logo development
- Media relations and strategy, media kits and digital media strategy
- Literature development
- Clients have included small law firms, large scale nonprofit organizations, local businesses owners, accounting firms, restaurants candidates and elected officials.

## TECHNICAL SKILLS

#### Organizing Platforms:

- CQ, NGP VAN, CRM, AirTable, Tableau, Slack, Action Network

#### Research Platforms:

- LEXIS/NEXUS, Westlaw, JSTOR, EBSCO, Justia, ProQuest.

#### Communications:

- HTML, CAN, Constant Contact, Salesforce, Wix, Weebly, Word Press, Mail Chimp.

#### Multimedia Design:

- Adobe Creative Cloud Suite.

#### Social Media Platforms:

- Facebook, Instagram, Tumblr, Snapchat, Twitter, Google+, LinkedIn, etc.

#### Data Platforms:

- Office 365, The G Suite, Adobe Acrobat

#### Advocacy :

- Direct Lobbying, Local Campaigns, Statewide Campaigns, Network Development, Coalition Building, Policy Training, Legal Observer Training.

## SELECTED CAREER HIGHLIGHTS

### Georgia Equality: Local Community Builder Award

*Recognized for starting the Middle Georgia queer rights movement at the 2018 Annual Board Retreat. These efforts produced the proclamation of Macon Unity Day, a resolution of support from the County Commission for the March on Macon, and an amendment to the Charter and Code of Ordinances that granted public employment discrimination protections for LGBTQ individuals in Macon Bibb.*

### ACLU of Georgia: Success at the Capitol & Statewide

*Organized for the defeat of harmful legislation and the passage of criminal justice reform efforts. Total event attendance exceeded 76,000 in six months. Increased membership by 200 individuals. Developed a statewide strategy and literature for the SMARTJustice Campaign and My Vote Matters Too.*

### American Philosophical Association: Research for Change

*Presented undergraduate thesis, The Bioethics of Queer Erasure: Conversion Therapy for Minors, at the 114th Eastern Division Annual Meeting. This was later used as expert witness in a committee hearing on legislation to enact a conversion therapy ban in the 2019 Georgia Legislative Session.*

*Election of Rep. Bee Nguyen & Re election of Rep. Sam Park I served on Rep. Bee Nguyen's field team and on Rep. Sam Park's campaign as the Communications Director for his re election campaign in Gwinnett.*

*Georgia Voice's Best of Atlanta 2018: "Up & Coming LGBTQ Youth" Award (Winner), Best of Atlanta 2019: "Activist" (Finalist)*

*I was selected for my work as an activist for institutional changes in how politics function in LGBTQ spaces.*

## VOLUNTEER WORK

Campaign Workers' Guild, Advisory Committee Member  
(April 2019 - current)

STAG VETS, Web Development & Fundraising Committee Chair  
(May 2018 - current)

Macon Unity, Director  
(June 2016 - current)

## EDUCATION

Mercer University, Bachelor of Arts, Philosophy  
(August 2011 - May 2017)  
*Published research in the Bioethics of Law & Policy*



Anthony Sprouse

[REDACTED]  
[REDACTED]  
[REDACTED]

September 18, 2019

Governor Brian P. Kemp  
Governor, GA  
203 State Capitol  
Atlanta, GA 30334

Dear Governor Brian P. Kemp:

I am writing in response to your request for candidates to fill Senator Isakson's U.S. Senate seat upon his retirement on December 31, 2019. I am interested in filling Senator Isakson's position for the remainder of his unexpired term. Upon conditional appointment to his seat, I will allow you and the state of Georgia to decide if I should be considered for re-election beyond that date.

I have spent over 20 years working for the U.S. military on active duty and as an Army civilian. My military expertise in Intelligence offers the U.S. Senate an invaluable asset for both national and homeland security issues. My degrees in Homeland Security and Criminal Justice bring a more robust and rounded perspective to many issues that are of tremendous interest and importance to the state of Georgia, and our great nation. I have deployed throughout the world in support of our nation's interest, and now I want to serve our great state of Georgia. I know that I have the education, experience, and passion to be a great Senator.

My attached resume will provide you with a more in-depth look into my education and career, which I will be more than happy to expand upon at your request. Thank you for taking the time to review my application, and if selected you can sleep peacefully knowing that I will represent the people of our state with pride and honor.

Sincerely,

Anthony Sprouse





## **Anthony W Sprouse**

### **CIVILIAN EDUCATION:**

*Doctorate Business Administration Leadership and Policy – Current*  
Northcentral University

*M.A. Intelligence*  
American Military University

*B.S. Criminal Justice*  
Troy University

### **EMPLOYMENT HISTORY:**

***Intelligence Operations Specialist, U.S. Army GEOINT Battalion - NGIC, GG-13***  
*(Fort Gordon - Augusta, GA) August 2012 – Current*

- Currently serving as a Senior Geospatial Intelligence Liaison Officer to the 513<sup>th</sup> MI Brigade on Fort Gordon, Georgia for the Army GEOINT Battalion, responsible for providing expert guidance and training of Overhead Persistent Infrared (OPIR).
- Responsible for planning and formulating policies, procedures, strategies, and briefings that provide outreach and advisory services for various government agencies.
- Is recognized by leadership and peers as a senior subject matter expert in developing new intelligence analytical techniques that produce accurate and actionable multi-source intelligence products.
- Served as the Production Manager responsible for supervising an analytical intelligence team responsible for gathering, fusing, analyzing, evaluating, and dissemination of OPIR intelligence for the Army OPIR Program - Dayton.
- Competitively selected to be a member of The Department of Homeland Security and Office of the Director of National Intelligence's 2015 Intelligence Community Analyst – Private Sector Program.
- Served as the primary Army OPIR Program Dayton's intelligence liaison between various federal government intelligence agencies including DHS, NGA, and DIA.

***Program Manager and Senior Advisor, U.S. Army - Defense Security Cooperation Agency, GG13***  
*(Kabul, Afghanistan) Joint Duty Assignment January 2018 – March 2019*

- Selected for a Joint Duty Assignment as a Program Manager and Senior Ministry of Defense Advisor (MoDA) to the Afghan Director of Police Intelligence for the Defense Security Cooperation Agency (DSCA) in Kabul Afghanistan.
- Serves as the Program Manager and Contract Officer Representative (COR) Responsible for the creation, development, and operation of the first ever Afghan Judicial Wire Intercept Program, worth \$50 million, to be implemented within the Afghan Police Intelligence Directorate.
- Served as a Senior Police Intelligence Advisor to the Afghan Director of Police Intelligence Network Targeting and Exploitation Center (NTEC), as well as, the Director of the Afghan Judicial Wire Intercept Program.
- Trained, assisted, and advised senior Afghan National Police Officers on the integration of intelligence into high risk warrants.
- Responsible for formulating intelligence policies and procedures for Afghan Ministry of Interior, then implementing them in accordance with U.S. and Afghan laws and regulations.



***Expeditionary Intelligence Analyst, Science Applications International Corporation***  
(Kandahar, Afghanistan) October 2011 – August 2012

- Senior Expeditionary Intelligence Analyst for a U.S. Air Force multi-source Intelligence Surveillance and Reconnaissance (ISR) asset forward deployed in Afghanistan to identify trends, patterns, and anomalies in terrorist operational tactics.
- Fused and analyzed Geospatial, Human, Signals, and Open Source Intelligence reporting in order to generate a comprehensive intelligence report that would provide relevant and actionable intelligence to tactical military decision makers, conducting real world military operations.
- Identified and created processes to identify trends, patterns, and anomalies in terrorist operational tactics.
- Served as the primary liaison between private, federal, and military intelligence agencies in order to ensure that all strategic and tactical intelligence operations elements were sharing appropriate intelligence information and were conscious of all necessary information and operations.
- Subject matter expertise in ISR platforms and their capabilities, identified intelligence sharing practices that enabled effective collaboration with other Intelligence agencies and ISR platforms, thereby creating a system for effective communication and information sharing between ISR platforms.

***Lead Intelligence Training and Curriculum Developer, Booz Allen Hamilton***  
(Wright Patterson Air Force Base – Dayton, OH) August 2010 – October 2011

- Lead the creation of the first ever Intelligence Initial Qualification Training (IQT) for Distributed Mission Site (DMS)  
- National Air and Space Intelligence Center (NASIC).
- Managed a team of intelligence professionals ensuring their work was completed in a timely and efficient manner in accordance with the government statement of work, financial obligations, and in compliance with government regulations.
- Authored and reviewed training materials that introduced and educated intelligence personnel about ISR Platforms, NASIC's intelligence roles, missions, sensors, Techniques, Tactics, and Procedures (TTPs), and how to effectively fuse intelligence within the DMS-NASIC in order to support their Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process.
- Created and maintained professional relationships throughout NASIC and the Intelligence Community in order to facilitate accurate intelligence information and training processes and procedures.
- Presented formal briefings and written reports to high-level officials throughout the intelligence community.

***Senior Intelligence Analyst, Science Applications International Corporation***  
(COB Speicher - Iraq) December 2009 – August 2010

- Senior Intelligence Analyst for a U.S. Army ISR Airborne Reconnaissance, Wide Area Persistent Surveillance collection platform (Constant Hawk) in support of Task Force ODIN forward deployed in Iraq.
- Analyzed and Geospatially mapped terrorist attacks, improvised explosive devices, and other criminal events, with Human, Signals, and Imagery Intelligence, in order to produce intelligence analysis and trending reports for intelligence collection managers and policymakers; thus overall improving the intelligence collection of future terrorist attacks by properly allocating intelligence resources, equipment, and reconnaissance platforms.
- Managed and supervised a team of deployed intelligence analysts for a private company, liaised with federal and military intelligence community members, and provided weekly situation reports and briefings to high-level officials in Iraq and United States.

***Supervisory Intelligence Production Manager, Booz Allen Hamilton***

(Wright Patterson Air Force Base - Dayton, OH) August 2007 – November 2009

- Production Manager and Senior Intelligence Analyst for the U.S. Air Force's NASIC Distributed Common Ground System Analysis and Reporting Team (DART); managed the collection, fusing, analyzing, evaluating, and disseminating of multi-source integrated intelligence data.
- Reviewed, processed, and evaluated intelligence information from Geospatial, Signals, Human, and Open Source Intelligence reporting, using creative methodologies to develop trends, patterns, profiles, estimates,



studies, and tactical interdiction information as well as to solve unusual problems.

- Developed intelligence collection plans for aerial reconnaissance platforms, including the most complex and difficult assignments then educated intelligence consumers on how to prepare, utilize, and cross cue collection assets; which lead to the arrest and detention of known terrorists.
- Represented the Senior Leadership of the NASIC DART at International U.S. Air Force meetings, working groups, and provided input to several Air Force ISR intelligence policies, manuals, and training guides.
- Recognized the need to collaborate with other intelligence community partners, established effective intelligence information sharing methods, and liaised with private, federal, and military intelligence community partners.

***Supervisory Intelligence Analyst, Special Operations Command Central - United States Army***

*(MacDill Air Force Base - Tampa, FL) February 2005 - August 2007*

- Supervisory Intelligence Analyst responsible for providing strategic and tactical intelligence to Special Operations Command Central (SOCCENT) Commanding General, his staff, and deployed U.S. Special Operations Forces engaged in military operations in the Middle East.
- Managed an Interagency team of Intelligence Analysts from various military and federal agencies; who conducted various Imagery, Geospatial, Signals, and Human intelligence exploitation efforts, whilst being deployed throughout the Middle East in support of military combat operations.
- Created classified and unclassified intelligence products for various military, federal, and foreign military agencies, and ensured that the Director of National Intelligence information-sharing standards, intelligence protection guidance, and Intelligence Community Directives (ICDs) such as ICD-501, Intelligence Oversight, etc; thus ensuring all classified and unclassified research, analysis, and fusion activities were conducted in accordance with all federal intelligence laws, guidelines, and regulations.
- Coordinated and synchronized intelligence operations and activities between intelligence agencies and tactical military action elements in order to determine the validity and comprehension of intelligence information before distributing; in order to prevent a critical loss of personnel and equipment.

***Intelligence Analyst, 3rd BN 3rd Special Forces Group - United States Army***

*(Fort Bragg - Fayetteville, NC) US Army February 2001 - January 2005*

- Served as an Intelligence Analyst for a dual appointed Middle East and Africa oriented Special Forces Battalion conducting counter-terrorism operations within the Middle East.
- Awarded two Bronze Star Medals and a Joint Meritorious Unit Award for superior mission accomplishment of combat missions and operations in Iraq and Afghanistan.
- Integrated Human and Signals Intelligence data with Geospatial Intelligence in order to create comprehensive multi-source reports for Special Operations Forces while deployed to arduous locations in Africa and the Middle East.
- Collaborated intelligence operations and information sharing with private, federal, military, and foreign intelligence agencies such as the FBI, DEA, and British Customs Agents, in Afghanistan and Iraq to create multi-agency intelligence reports.

***Infantryman, 3rd BN 504th Parachute Infantry Regiment - United States Army***

*(Fort Bragg - Fayetteville, NC) July 1997 - February 2001*

- Served as an infantry fire team leader for 3rd Battalion 504th Parachute Infantry Regiment in Fort Bragg, North Carolina, responsible for preparing and leading soldiers into combat and peace keeping operations in Kosovo.
- Awarded Expert Infantry Badge for expert skills involving map reading, land navigation, enemy techniques, tactics and procedures, and identification of enemy weapons and equipment.
- The first junior enlisted infantryman to become an Anti-armor Weapons (Javelin) Subject Matter Expert and Instructor for 3rd Battalion 504th Parachute Infantry Regiment.



## **MILITARY TRAINING:**

Infantry School  
Imagery Analyst School (Honor Graduate)  
Primary Leadership Development Course  
Basic NCO Academy  
Basic Civilian Education School  
Advanced Civilian Education School (Part 1)  
Full Motion Video (FMV) Analyst Certification Course  
Activity Based Intelligence (ABI) Forensic Network Analysis  
Fundamentals of Spectral Exploitation and Analysis  
High Value Individual (HVI) Analyst Course  
Airborne School  
Airborne Jumpmaster  
Javelin Gunner and Trainer Certified  
Mobile Force Protection Program (Gryphon Group)

## **MILITARY and PROFESSIONAL AWARDS:**

*2 x Bronze Star Medals*  
*3 x Army Commendation Medals*  
*2 x Army Achievement Medals*  
*1 x Expert Infantry Badge*  
*1x Global War on Terrorism Expeditionary Medal*  
*1x Afghanistan Campaign Medal*  
*1x Iraq Campaign Medal*  
*1x Kosovo Campaign Medal*  
*1x Joint Meritorious Unit Award*  
*1x Parachutist Badge*  
*1x Booz Allen Hamilton Achievement Award*  
*3x Defense Civilian Intelligence Personnel Performance Pay Bonus*  
*1x Joint Civilian Service Achievement Medal*  
*1x Civilian NATO Medal*

## **DEPLOYMENTS**

Kosovo – 1999 – 2000  
Nigeria – 2001  
Afghanistan – 2002, 2003, 2004, 2011 – 2012, 2018 - 2019  
Iraq – 2003, 2009 - 2010  
Qatar – 2005, 2006



# ARLENE ROTTER

## SUMMARY

Excellent Instructor who has taught all ages from PK through undergraduate school. I have advised students in curricular choices to support academic goals, designed curriculum, created cumulative reports for educational departments at the federal, state, and local levels. I have ten written and published books on a variety of subject matter; three dealing with educational improvement and teacher training. I specialize in instructing teachers in courses that are designed to improve best practices.

## SKILLS

- Student Advisement post secondary education
- Curriculum development and assessment
- Lesson planning
- Certified Teacher in Educational Leadership, English, and English for Speakers of Other Languages
- 40 years in teaching
- Extensive knowledge of training methods and best practices
- Educational research both quantitative and qualitative
- Presentations

## EXPERIENCE

10/1992 to 06/2002

### Instructor of ESOL

**Newton County School System** — Covington, Georgia

Created the first ESOL program for the School System. Evaluated training materials prepared by instructors. Monitored training costs and created budget reports for superintendent. Taught the curriculum I created for grades K-12.

07/1997 to 10/2004

### Instructor

**Georgia State University** — Atlanta, Georgia

Instructor of Education Courses for Undergraduates during the time I was getting my PhD in Educational Policy Studies.

07/2002 to 11/2009

### Founder/Director

**Chrysalis Experiential Academy** — Roswell, Georgia

Founded the experiential private school (non-profit) for students in grades six to twelve. Responsible for all aspects of running the school from curriculum development, staff development, hiring, accreditation, grant writing, community outreach, parent communication, creating of diplomas.

12/2009 to Current

### Senior Director of Community Outreach and Education

**DCP Education LLC** — Snellville, Georgia

Develop programs for students, communicate with teachers, develop liaisons with community leaders, meet with parents, monitor student progress, teach reading, math, and social studies to students in grades K-12.

07/1992 to 12/2016

### Owner/Instructor Staff Development Courses Approved by the State of Georgia Rotter and Becker Educational Consultants

— Roswell, GA

Create courses approved for Teachers to meet Staff Development requirements. I have developed over 250 courses and have taught over 2,000 teachers in the state of Georgia.

## EDUCATION AND TRAINING

1970

**Bachelor of Arts:** English

**University of California at Los Angeles** — Los Angeles, California, USA  
Graduated Cum Laude

1997

**Masters of Education:** Education Leadership and Supervision

**Georgia State University** — Atlanta, Georgia, USA

2004

**PhD:** Education Policy Studies

**Georgia State University** — Atlanta, Georgia, USA

Won awards for published research articles.

## ACTIVITIES AND HONORS

Won an award for a published article in the Southern History Journal

Teacher of the Year while teaching in Los Angeles, California

Won federal, state, and local grants that I wrote



Published ten books on a variety of subjects, both fiction and nonfiction



# ARTHUR L. TRIPP, JR.

• Hoschton, GA 30548

Seasoned Capitol Hill veteran with extensive knowledge of the inner workings of Washington, D.C. Current Independent Georgia State Senate Candidate who will represent the steadfast values of our state with integrity and humility. An Independent candidate has the unique opportunity to unite both Republicans and Democrats, specifically heading into the 2020 election season.

## PROFESSIONAL EXPERIENCE

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**Georgia State Senate District 45**  
Independent Candidate

2019-present

**The University of Georgia**  
**Office of the President, Assistant to the President**

Athens, Georgia  
2015-2019

- Serve as a senior member of the University Administration team
- Principal Advisor to the president on issues relating to the University's Diversity and Inclusion efforts and community relations
- Serve as the liaison to the Staff Council, Retirees Association and Board of Visitors, as well as represent the Office of the President in the planning of several annual campus events
- Manage external stakeholder relationships on behalf of the Office of the President
- Create and oversee the implementation of University grants and programs

**The United States House of Representatives**  
Congressman David Scott, **Senior Policy Advisor**

Washington, D.C.  
2014-2015

- Possess an **Active Department of Defense Secret Security Clearance**
- Manage Agriculture Committee Assignment to include Ranking Member position on the Subcommittee on Commodities, Exchange, Energy and Credit
- Oversaw legislative process regarding the House successfully passing H.R. 2289, the Commodity End-User Relief Act and H.R. 2620, the Cotton Futures Act
- Managed legislative process regarding Agriculture Committee hosting 1890 African-American college presidents to testify for the first time in the history of the United States

**The United States House of Representatives**  
Congressman David Scott, **Legislative Assistant**

Washington, D.C.  
2009-2014

- Responsible for several issue areas to include: transportation, taxes, environment, science, energy, cybersecurity and budget
- Draft and submit official letters regarding legislation to various associations, organizations, and both national and international government entities
- Arrange and staff official phone calls and meetings with U.S. Cabinet Secretaries and senior government personnel
- Oversee Congressional caucus memberships to include; Congressional Black Caucus Foundation, Defense Study Group, and the Congressional Baseball Caucus
- Oversee communication between constituents, congressional offices and staff regarding legislation
- Manage NATO Parliamentary Assembly membership in which he is the Vice Chairman of the Science and Technology Committee

## LEADERSHIP INVOLVEMENT

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**The University of Georgia 40 under 40 selectee**

Athens, Georgia  
June 2014

- High honor given to the top 40 graduates of the University of Georgia
- Selection based on graduates who have made a significant impact in business, leadership, community, educational and/or philanthropic endeavors

**The University of Georgia, School of Public and International Affairs**  
Board of Directors, **Vice Chair**

Washington, D.C.  
2013-Present

- Work directly with the Dean to advance the School of Public and International Affairs
- Promote alumni interests by voicing and advocating needs to the SPIA Board of Visitors and administrators



**The Georgia State Society**  
Board of Directors, **President-Elect**

Washington, D.C.  
2011-2015

- Responsible for coordinating events that establish and maintain relationships between Georgians in Washington D.C.
- Communicate with citizens from the State of Georgia regarding the future of our State

**The University of Georgia, Washington Semester Program**

Washington, D.C.

Mentor

2009-2015

- Serve as a mentor for students selected to represent UGA as an intern
- Develop interns into becoming professionals

**EDUCATION AND QUALIFICATIONS**

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**The University of Georgia**

Athens, Georgia  
May 2009

- Bachelors of Arts, Political Science
- HOPE Scholarship Award Recipient and Dean's list selectee



**ARTHUR L. TRIPP, JR.**  
[REDACTED] • Hoschton, GA 30548  
[REDACTED]



**Barrett T. King**  
[REDACTED]  
**St. Marys, Georgia 31558**  
[REDACTED]  
[REDACTED]

Senior manager with experience in local governments, organizational management and development, community relations, and public affairs, in progressive and growing organizations that worked with people, businesses, and agencies.

**Experience (Retired since July 2012)**

**March 2008 to July 2012** – Deputy Director, Jacksonville Public Library, Jacksonville FL, Responsible for Finance, Administration, Communication and Marketing of a Main Library and 20 branch locations with 356 employees and a \$39 million budget to serve a county of 900,000 citizens.

**November 2003 to March 2008** – Senior Budget Analyst, City of Jacksonville, FL., Responsible for planning and monitoring departmental spending and performance reviews for assigned city departments for a city with a total budget of more than \$1 billion. Responsibilities included Capital Improvements, Parks, Recreation & Community Services, Jacksonville Children's Commission, Jacksonville Public Library, Jacksonville Human Rights Commission, Medical Examiner, Public Health Department, Public Service Grants, Supervisor of Elections, and Solid Waste, Environmental Resources Management.

**November 2002 to October 2003** – Self-employed consultant, in government affairs, marketing, public affairs and media relations services for individuals and organizations.

**September 1998 to November 2002** – County Administrator, Camden County, Ga., Chief appointed official responsible for day-to-day functions of county government with 350 employees and 46,000 residents. Managed total budget of \$67 million with a general fund budget of over \$21 million. Brought county from \$1.7 million deficit in FY 97 to a \$2 million positive fund balance in FY 02. Directly managed non-constitutional departments and services, including Administration and Finance, Roads, Fire and Rescue, and Planning and Development. Worked directly with numerous boards and agencies. Improved county's ISO (Fire Insurance Rating) from a 10 to a 4, saving property owners hundreds of thousands of dollars in insurance premium costs. Provided support for County Board of Commissioners, drafted ordinances, developed and recommended policy, and maintained liaison with federal and state and local governments agencies, boards and the citizens of Camden County. Represented County and Region on local, regional and state advisory boards.

**April 1996 to September 1998** – Executive Assistant, Newton County, Ga. (Covington, Ga.) Principal assistant to full-time chairman of the Newton County Board of Commissioners in a county with more than 400 employees and a population of 55,000. Duties included finance, budgeting, human resources management, supervision of code enforcement, planning and zoning, and interagency liaison with other governments, state agencies and organizations.

**August 1994 to January 1996** – Assistant Editor then Editor, The Rockdale Citizen, Conyers, Ga. Directed all editorial functions and news staff of a suburban metropolitan Atlanta area daily newspaper with a circulation of 20,000. Skills included writing, editing, layout, pre-press operations, news assignments, community relations and other functions of a small daily newspaper.

**August 1992 to August 1994** – Public Information Officer, Georgia Department of Education, Atlanta, Ga. Served in all public relations functions for this state agency, including media relations, speech writing, public affairs planning, community relations, internal communications and support of local school systems as required.



**June 1990 to August 1992** – Self-employed public relations consultant and business writer. Clients included Atlanta Chamber of Commerce, Bank South, Bill Shipp's Georgia, International Business Chronicle (Miami, Fla.), and Fortune Magazine.

**August 1989 to June 1990** – Director of Media Relations, U.S. Chamber of Commerce, Washington, D.C. Coordinated national news and media operations for this major national business organization.

**June 1987 to August 1989** – Vice President Communications, Metropolitan Atlanta Chamber of Commerce, Atlanta, Ga. Significant activities and events included organizing and implementing the Chamber's public relations programs for the 1988 Democratic National Convention and the Atlanta Olympic Organizing Committee quest for the 1996 Olympics.

**April 1985 to June 1987** – Vice President and Director of Public Relations, National Bank of Georgia/First American Bank of Georgia, Atlanta. Directed Media Relations, Community Relations, Corporate Contributions programs. Served as the bank's representative to various community boards, including the Metropolitan Atlanta Community Foundation and United Way of Metropolitan Atlanta.

**May 1977 to April 1985** – The Atlanta Constitution, Atlanta, Ga. Reporter, Assistant Metro Editor, Bureau Chief. Covered metropolitan Atlanta issues, local and state governments and agencies. Also supervised reporting staff in three metropolitan area news bureaus.

**July 1975 to May 1977** – Assistant Director College Relations, North Georgia College and State University, Dahlonega, Ga.

**September 1973 to June 1975** – Graduate Studies, University of Georgia, Athens.

**August 1969 to September 1973** – Commissioned Officer United States Army, Active Duty. Infantry and Special Forces assignments in Berlin, Germany, Korea, and the U.S.

**Continued Reserve Duty through March 2002.** Retired with rank of full Colonel in 2002, after 32 ½ years of combined active and reserve service in infantry, special forces, public affairs and senior army staff assignments. Served extended active duty tours in Honduras and Kuwait. Final active assignment recalled to active duty from September 2001 to March 2002 as Deputy Chief of Staff for Third United States Army. Awards include Legion of Merit, two Meritorious Service Medals, four Army Commendation Medals, Special Forces Tab, Expert Infantry Badge and Parachutist Badge.

**Recalled to Active Duty October 2006 to October 2007.** (Military Leave of Absence City of Jacksonville). Served as Director of Public Affairs, Assistant Chief of Staff, Third Army and Coalition Forces Land Forces Component Command, with duty in Atlanta, Kuwait and Iraq. Responsible for all Public Affairs activities in Theater and served as chief Army spokesman for Third Army and Coalition Forces in Atlanta and Kuwait. Directed the activities of the Digital Video Imagery Distribution System, which provided all still and video products from the U.S. Military from throughout the 27-nation U.S. Central Command area of operations in Southwest Asia and Africa to audiences in the United States. Responsible for the embedded journalist program in Kuwait and Iraq, and managed visits of Congressional Delegations and Department of Defense VIPs and others to the CFLCC headquarters in Kuwait. Participated in information exchange program to the Republic of Kazakhstan as senior U.S. representative to the Kazakh Ministry of Information. Coordinated public affairs activities for the inaugural CENTCOM symposium in Atlanta for the top military leaders from the 27 nations in the Central Command area of responsibility to exchange ideas to improve cooperation and security in the region.



## **Education**

North Georgia College 1965-1967, Undergraduate studies  
University of Georgia 1967-1969, Bachelor of Arts, Journalism and History  
University of Georgia 1973-1975, Graduate Studies toward Masters of Journalism  
United States Army Command and General Staff College 1986, Military Science and Strategy  
United States Army War College Seminars and Strategic Studies 1988-89  
U.S. Chamber of Commerce Institute for Organizational Management 1988 - 1990

## **Qualifications, Certifications and Activities**

Certified Government Finance Officer, Carl Vinson Institute of Government, Univ. of Georgia – 1998  
Certified County Official, Carl Vinson Institute of Government, University of Georgia – 1999  
Leadership Institutes: Georgia Academy for Economic Development: Association County  
Commissioners of Georgia Leadership, Leadership Southeast Georgia; and leadership  
academies in Rockdale, Newton and Camden counties  
Association County Commissioners of Georgia (ACCG), Secretary and Vice President, County  
Managers Section – 2001 and 2002.  
Board Member, Regional Advisory Council, Region 12, Georgia Department of Community  
Affairs and Georgia Department of Industry, Trade and Tourism. 1999 – 2002.  
Committee Member Georgia Dept. of Natural Resources Coastal Marsh Hammock Collaborative  
Dialog, 2002 and 2003.  
Advisory Board Member, Center for a Sustainable Coast (Georgia) 1999 to present.  
Board Member, Metropolitan Atlanta Community Foundation, 1985-1987.  
Regional Board Member (Rockdale County) Metropolitan Atlanta United Way, 1995-1997.  
Board of Trustees, St. Marys Submarine Museum, 2002-2003; Vice-President 2003  
Boy Scouts of America, Atlanta Area Council, Cub Master, Assistant Scout Master, Troop Committee,  
District Advisor, Rockdale County 1977-1997  
Volunteer, Habitat for Humanity, 1999 to Present

## **Memberships**

Navy League of the United States, Kings Bay Chapter – Life Member  
Military Officers Association of America, Camden County Chapter – Life Member  
Guale Historical Society, Camden County – Life Member  
National Audubon Society  
Sierra Club  
Friends of Crooked River State Park (current treasurer)  
Georgia Botanical Society  
Florida Native Plant Society  
Georgia Native Plant Society  
Coastal Audubon Society (Georgia)  
Riverkeeper organizations for St. Marys River, Altamaha River, Satilla River, and St. Johns River  
Center for a Sustainable Coast (Georgia) – Advisory Board Member, 1999 to present  
Amelia Community Theatre  
Saint Marys Little Theatre



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Home:

- Developed white label cloud platforms to integrate with existing cloud environments and stand alone
- Frequently worked with carriers inside the fortune and S&P 500 to augment their existing infrastructure
- Developed cloud environments for systems integrators such as Westcon, Ingram Micro, Avnet, SHI, and CDW
- Managed Colocation environments for Windstream, Wordpress, Charter, AT&T, and Time Warner Cable
- Responsible for over \$350 million dollars in total contract value and over \$100 million dollars in annual revenue.



### **ISV- Practice Lead**

*Logicalis November 2013- January 2015*

Responsible for developing a cloud platform that lends itself specifically to software companies. Built a platform on the Cisco UCS backbone that uses a buildable, scaleable, and repeatable platform. I was responsible for evaluating and implementing OEM's as well as cloud vendors who we elected to partner with to deploy a 2 location data center.

- Consulting engagement
- Evaluated and hired sales Reps to build the ISV team
- Grew software revenues 400%
- Implemented new IaaS vendors that we layered on top of
- Implemented several managed services partners as part of our organic offering.

### **Cloud Services Sales**

*Ceyond Cloud Services, Sales Operations, Atlanta, GA, June 2011 – Nov 2013*

Responsible for closing opportunities generated by lead sources and actively hunting for new business through outbound prospect contacts. Worked and sold with Direct Sales, National Accounts, Account Managers, Sales Engineers, Channel Account Managers, and Private Label Resellers for opportunities nationally.

- Experience selling IaaS, SaaS, and Cloud PBX solutions to IT department leaders and C-level executives
- Counseled medical facilities on HIPPA compliance and worked with third party auditors to deliver custom hosted solutions
- Performed constantly at or above 100% quota, frequently identified as a top performer
- Served as an industry networking and subject matter expert of SaaS, IaaS, VoIP to IT departments and executives
- Advised businesses with PCI compliance requirements
- Order Tracking
- Measuring to metrics
- Adhearing to sales operations processes
- Managing Projects from ink to installation

### **Regional Account Executive**

*AT&T, Sales Operations, Birmingham, AL, Feb 2010 to May 2011*

Tasked with selling complex solutions to existing customers and prospects across a module of 10,000 accounts in the southeast. Fluent with C-level interactions and a value based selling approach that relies on improving business processes and return-oninvestment (ROI) justifications.

- Developed and maintained business relationships with clients of a Fortune 10 company
- Utilized consultative sales experience to demonstrate the value of AT&T's business solutions, often resulting in revenue growth and/or a reduction in operational costs for the client
- Analyzed advertising needs of clients while providing superior customer service
- Developed sales presentations and maintained relationships with strategic partners
- CEO Club/New Business Development Team
- Top Quartile Ranking- Sales Team Leader

### **Owner**

*Driven Sports Marketing, Sales & Marketing, Birmingham, AL November 2008 to February 2010*

Responsible for closing opportunities generated by lead sources and actively hunted for new business through outbound prospect contacts. Worked and sold with other marketing firms independently and through existing clients.

- Assisted in the management and marketing of Ken Butler III (NASCAR Driver) and Michael Waltrip (2-time Daytona 500 Champion)
- Developed sponsorship leads for a multi-million dollar sports team
- Worked closely with Zaxby's and Napa to cultivate branding



- Organized appearances (marketing and charity) for Ken Butler/ R3 Motorsports
- Search Engine Optimization and Public Relations

*Résumé of Benjamin Burnett, page 2 of 3*

Awards & Activities:

- Elected Official
- Presidents Club: Cbeyond 2011 and 2012
- Presidents Club AT&T Advertising Solutions, 2010 (114% objective)
- Eagle Scout, Boy Scouts of America

**EDUCATION**

**Bachelor of Arts – Management**

Samford University, Birmingham, Alabama 2005

**Masters of Business Administration – Concentration in Finance** Georgia

College and State Universtiy, Milledgeville, Georgia 2017

**Professional Organizations:** Toastmasters International, Boy Scouts of America, North Fulton Chamber of Commerce, City of Alpharetta, Metro Atlanta Chamber of Commerce, First Baptist Church of Alpharetta



Benjamin B. Manning, Ph.D.

Athens, GA

## **Professional Summary (and a little personal stuff)**

Twenty years of leadership and practical experience in engineering and education and seasoned Machine Learning Engineer. (Personal: Super-fan of Walt Disney, Socrates and anything to do with the Golden Ratio. Uber tech-nerd and old school computer hobbyist with an interest in distributed IoT systems and AI. Family man, gray-haired amateur philosopher and forever optimistic skeptic)

## **Experience/Accomplishments**

### **Senior Data Scientist**

2014-present

Socratic Arts

Subject Matter Expert and Senior Corporate Liaison for Data Science Programs

*Socratic Arts is a premier provider of performance improvement solutions. We create engaging, hands-on experiences to influence behavior change which leads to improved performance. We use the power of stories to motivate, intrigue, and personalize the experience to your practitioners. Combining our deep expertise in instructional design, computer science, and artificial intelligence, each of our services can be leveraged on their own or together to provide a packaged solution.*

1. Created **Data Analytics and Big Data program** for School of Professional Development at University of Texas-Austin and Rutgers Universities
  - a. Grew the program from 12 students to over 125 current students at UT-Austin and from 22 students to over 200 current students at Rutgers University
2. Created **Machine Learning and Artificial Intelligence Certificate** program covering Supervised, Unsupervised, Reinforcement and Deep Learning
  - a. Developed Machine Learning tracks for both non-technical and technically experienced students
3. Mentored over 400 online adult learners on specific **Data Analytics and Machine Learning** tasks on real world engineering projects.
4. Worked with numerous industry partners (Deloitte, Metlife, etc.) to help create a Data Science focus within their organizations.

### **Postdoctoral Research Associate**

2019-present

University of Georgia

**Currently working on Deep Probabilistic Learning problem in Cellular Biology**

*Abstract: Cilia are microscopic hairs that protrude from nearly every cell in the human body, including those in the throat, nose, lungs, kidneys, and brain. Cilia move in regular, rhythmic patterns in order to transport materials outside the cells. These movements of the cilia are important at every stage of life, from early embryonic development to reproduction and regular healthy maintenance; in short, healthy cilia are a critical component of overall health of an organism. Consequently, when cilia move abnormally, numerous debilitating conditions can result, encompassing disorders ranging from developmental shortcomings in the embryo to adult pathologies such as infertility and lung scarring. Therefore, the key question this proposal seeks to answer is: by observing the motion of cilia, is it possible to predict whether the morphology or behavior is abnormal, and if so, whether that particular abnormality is associated with a specific condition? The answer to this question has implications not only in human health, but also in building fundamental knowledge of the biology around how cilia are*



*constructed and maintained. To address this question, we are building the CiliaWeb platform, which will include new algorithms for analyzing videos of cilia and shedding light on the statistics of ciliary motion. The algorithms will take advantage of the regular back-and-forth movements of cilia and be built to incorporate crowdsourced feedback from users to improve the models of ciliary motion. As its name implies, CiliaWeb will be internet-accessible for researchers and clinicians to upload datasets, conduct analyses, and visualize results. The ultimate goal of CiliaWeb is to provide a standardized platform for ciliary motion analysis that can be reproduced and validated by others, encouraging collaboration and catalyzing new discoveries in fundamental cilia research as well as connections to health and well-being.*

### **Lead Data Scientist**

2018-2019

Hashmap

Consulting role overseeing the creation and growth of a new Data Science/AI vertical for this Big Data consulting company. Worked on numerous machine learning and data engineering projects including migration from on-prem to cloud. Specialized in data ingestion with Snowflake and Data Science with JupyterHub and Python. Deep Learning frameworks included Tensorflow and Pytorch

Projects: Customer 360 modelling (Supervised and Unsupervised Learning) for Netgear, Fraud Detection (Unbalanced Classification problem) for Murphy Oil and Deep Learning projects for SM Energy and Devon Energy (for Oil and Gas exploration)

### **Engineering Faculty**

2016-2019

University of Georgia

Taught Introduction to Computer Systems Engineering I and II, Informatics I, Capstone Engineering Design Project I and Computer Systems Engineering Design Methodology

1. Founder and sponsor of #DataDawgs, the first Informatics student club at UGA
2. Developed and taught first course (INFO2000) in the Informatics Certificate Series (undergraduate)
3. Consulted on the development of the first course (INFO8000) in the Informatics Certificate Series (graduate)
4. Formed partnership between the Disability Resource Center and the College of Engineering to host first [Experiential Learning-type Project in CSEE2210](#)

### **National Assistant Dean / Data Analyst**

2009-2015

Devry University

Senior leadership position managing a large portfolio of projects and programs for sixty-six campuses and online. **Created data driven solutions for managing national persistence and completion rates; planning and implementation of innovation initiatives**

1. Successfully rebuilt four academic programs, designed and implemented three new programs and grew enrollment to over 10,000 course takers in the first two years
2. Managed the development of over 200 courses for online, blended and campus delivery
3. **Created Program Attrition Data Initiative to address online attrition rates and successful reduced attrition by 20% and increased persistence to 92%**
4. Selected and managed all online faculty and subject matter experts used for content creation and programmatic support and supporting performance and development plans

### **Owner**

2005-2015

Blake Design Group, LLC

Founder and Owner of this **predictive analytics and software engineering company. Clients included McKesson, Equifax and AT&T.**



**Design and Engineering Manager**  
Neill Development

2005-2007

1. Managed the design and engineering departments for this commercial developer and performed many duties including scheduling, custom programming, estimating, conceptual design and civil planning and coordinated all aspects of departmental management.
2. Managed both the design and engineering departments with twenty-two full-time direct reports and implemented all annual performance and development plans
3. Ensured streamlined production with zero safety and code violations during my tenure
4. LAN and WAN design, deployment and maintenance

**Art Institute of Atlanta**  
Instructor

2001-2005

*A. Students supervised or mentored in sponsored external activities*

- Taught courses in Computer Aided Design, Interior Design

**University of Southern Mississippi**  
Instructor

1998-2001

*A. Students supervised or mentored in sponsored external activities*

- Taught Statics, Electrical and Mechanical Engineering courses

## Education

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PhD, Computer and Electrical Engineering  
University of Georgia

2018

Thesis: *Improving Global Horizontal Irradiance Prediction Using Deep Learning and Sky Images*

PhD Program, Systems Engineering  
Colorado State University

2013-2015

Research Emphasis: Cognitive Predictive Systems and Early Onset Alzheimer's Prediction

Master of Science, Computer Engineering  
University of Southern Mississippi

1998-1999

Thesis: *Employing Artificial Intelligence to Decrease the Amount of Deficiencies Present in Information before the Conclusions are Implemented by Existing Essential Ray Tracing Algorithms*

Bachelor of Science, Architectural Engineering  
University of Southern Mississippi

1994-1997

## Awards

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*2017 O-Reilly Artificial Intelligence Diversity Scholarship Recipient*

*2016 Google Internet of Things (IoT) Technology Research Award Recipient*



Proposal: To identify how the walkable travel patterns of healthy walking people interacting with an environment correlate to patterns of people in the same environment that cannot walk or have ambulatory and/or aging issues.

## Recent Publications

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Benjamin Manning: *Improving Solar Irradiance Prediction Using Recurrent Neural Networks*. KDD Deep Learning Day SigKDD 2018

Benjamin Manning: *A Machine Learning Based Application for Predicting Global Horizontal Irradiance*. IEEE SoutheastCon, 2017. DOI: 10.1109/SECON.2017.7925302

Benjamin Manning: *Extreme Gradient Boosting and Behavioral Biometrics*. Thirty-First AAAI Conference on Artificial Intelligence; 2017

Kyle John Johnsen, Elliott Tanner, Siddharth Savadatti, Benjamin Manning: *Mobile Tracked Displays as Engaging and Effective Learning Platforms*. IEEE Virtual Reality 2016 KELVAR Workshop; 2016, DOI:10.1109/KELVAR.2016.7563678

Elliott Tanner, Siddharth Savadatti, Benjamin Manning, Kyle Johnsen: *Usability and cognitive benefits of a mobile tracked display in virtual laboratories for engineering education*. IEEE Symposium on 3D User Interfaces (3DUI); 2016, DOI:10.1109/3DUI.2016.7460074

Aryabrata Basu, Catherine Ball, Benjamin Manning, Kyle Johnsen: *Effects of user physical fitness on performance in virtual reality*. IEEE Symposium on 3D User Interfaces (3DUI); 2016, DOI:10.1109/3DUI.2016.7460057

## Organizations/Memberships/Workshops

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IEEE	2013-Current
Atlanta Analytics Club Co-Organizer	2015-Current
Georgia Informatics Institutes	2016-Current
Association for the Advancement of Artificial Intelligence	2015-Current
Atlanta Analytics Club Co-Organizer	2016-2017
BSides Augusta	August 2017
IEEE Southeastcon	March 2017
Georgia Informatics Symposium	December 2016,2017,2018



## **Bernard Stefan Jarvis**

Stockbridge GA 30281

### **Qualification Highlights**

- **Multi task-oriented** operator who is at ease in high stress environments
- **Strong** attention to detail
- **Organized** hands on, time manager
- **Superb** interpersonal, intuitive and leadership skills
- **Excellent** self motivator

### **Employment History**

#### **3 F Ventures, LLC (Sbarro Pizzeria)**

**November 2018 – Present**

##### ***District Manager***

Responsible for achieving restaurant objectives for two restaurants. Assigns, directs and follows up on activities of subordinate employees including managers and team members. Ensures compliance with all company policies and procedures, federal, state and local laws and company business standards. Work and communicate effectively with the restaurant management team and the team members in order to drive sales and profits. Responsible for maintaining and managing a combined annual budget of one million dollars. Provides direct supervision to others. Provides functional guidance to team members including delegating assignments, instruction and follow up. Carries out opening and closing procedures and has authority to hire, discipline or terminate employees.

- Trains, monitors and reinforces food safety procedures to subordinate managers and team members. Ensures all Company food safety procedures are followed. Ensures that all health, safety and sanitation requirements are met in accordance with federal, state and local standards
- Maintains safe working conditions by following and enforcing all Company safety, security and maintenance policies and procedures
- Hires, develops, evaluates, coaches and counsels Managers and Team Members in accordance with Company Human Resources policies and procedures. Monitors tasks performed to ensure achievement of Company goals and objectives
- Responsible for entire store operations including, but not limited to, systems usage, recipe adherence, payroll and timekeeping procedures and guest interactions. Takes corrective action as necessary
- Responsible for profit and loss management through cash control / security policies and procedures, maintaining inventory, food cost, managing labor and reviewing financial reports. Takes corrective action as necessary
- Takes inventory and orders / purchases food and supplies while applying appropriate cost control measures
- Generates Manager and Team Member schedules ensuring coverage appropriate to drive sales and profits
- Engages in local restaurant marketing (LSM) efforts
- Performs other job-related duties as may be assigned or required



## **New Beginning Home Inspections, LLC**

**February 2017 – October 2018**

### ***Owner/Home Inspector***

- Coordinate home inspections, appraisals, and other necessary inspections with all parties involved
- Maintain calendars for inspections, appraisals, and other appointments
- Ensure timely delivery of reports.
- Review inspection and appraisal reports for accuracy and completion
- Coordinate bid generation with general contractors
- Schedule revisions of inspection and appraisal reports as needed
- Build vendor database and maintain relationship

## **Georgia Department of Community Supervision**

**January 2016 – January 2017**

### ***Community Supervision Officer***

Under supervision, supervised a full caseload of probation/parolees providing case planning and classification for purposes of tailoring supervision to an individual, conducted interviews with probation/parolees, family members, referral counselors and law enforcement personnel to determine compliance with probation/parole conditions. Investigated allegations of probation/parole violations including both technical and criminal elements. Requested and served warrants as the situation dictated. Completed supervision reports.

- Aids in making plans for helping offenders with life adjustments.
- Counsels probationers or parolees via office visits, employment visits, telephone inquiries, community contacts and correspondence.
- Informs offenders or inmates of requirements of conditional release, such as office visits, restitution payments, or educational and employment stipulations.
- Investigates activities of probationers or parolees to ascertain their level of readjustment to society.
- Investigates background histories of probationers or parolees; review court files, police reports and other pertinent reports to gather information.
- May testify in court concerning matters pertaining to clients such as sentencing, trials, pleas and violations of probation or parole conditions.
- Monitors and conducts surveillance of probationers or parolees.
- Writes reports detailing clients' progress and other reports/paperwork as necessary accurately completing them within established time frame.
- Performs arrests of probationers or parolees who have violated the terms of their release, in accordance with statutory requirements

## **Memorial Day School**

**July 2011 – March 2015**

### ***High School Teacher/Head Varsity Soccer Coach***

Under limited, planned, organized and monitored daily class discussions. Prepared classroom instructions and activities for high school students assigned to my US History and US Government classes.

- Aids in making plans for helping students with adjustments to high school.
- Counsels students as to the best course of action to complete the course successfully.
- Maintains records of progress for students.
- Planned, organized and supervised workout and practice routine for boys and girls varsity soccer teams.
- Planned, organized and executed fundraising activities with recruited parent volunteers.



## **Jarvis Window Cleaning**

August 2004 – June 2011

### ***Owner/Operator***

Plan and execute marketing strategies for small business. Interact with company CEO's and Directors of Operation to secure contracts for professional window cleaning services.

- Maintain service records for secured contracts.
- Plan and execute presentations for prospective clients.
- Inventory and maintain needed supplies.
- Maintain financial records such as bank statements and P&L statements.
- Supervise 3-7 part-time employees.

## **US Army-3<sup>rd</sup> Infantry Division**

July 1998 – April 2004

### ***Infantry Combat Team Leader***

Accountable for the soldiers and equipment assigned to the **team**. This includes enforcing discipline with subordinates and ensuring the members of **unit** abide to military standards in all areas. Established a suitable maintenance schedule of **team** equipment.

- Aids in making plans for helping soldiers with life adjustments.
- Counsels team members regarding personal and professional matters.
- Planned, organized and supervised physical fitness regime for team.
- Supervised 3 to 30 combat Infantry soldiers.
- Responsible for ensuring all team members were prepared for any range of real world missions.
- Writes reports detailing soldiers' progress and other reports/paperwork as necessary accurately completing them within established time frame.

## **Education**

Columbia College, Columbia MO  
Bachelor of Arts, Criminal Justice Administration  
December 2008

Norwich University, Northfield, VT  
Masters of Public Administration  
GPA: 3.22  
December 2010



# Brandon Garrett

██████████  
Hephzibah, GA 30815  
██████████  
████████████████████

## Objective

Seeking a key and/or leadership role that will utilize my skills in developing positive and cohesive teams of over-achievers in exceeding an organization's service expectations.

## Profile

Ambitious and results driven professional eager to contribute academic and real world business acumen and experience to an organization's continued growth and overall profitability. Possess a strong work ethic and entrepreneurial spirit as demonstrated by the humble beginning and subsequent growth with current employer, a Fortune 500 ranked national media sales/ marketing company. In addition to current employment, maintained a small landscaping business for five years and attended college full time to complete BBA degree. Key contributing strengths include an open and above average communications style, ability to form and build lasting customer relationships, a positive and forward thinking attitude, and, demonstrated desire to succeed and ultimately exceed company quotas and expectations. Technical Skills/Proficiencies: Proficient in the use of Microsoft Word, Excel, and PowerPoint; Working knowledge of SKYPE and various social media marketing tools and how successfully applicable in sales/networking; SCALA digital security trained.

## Education

Southern Wesleyan University Graduate, 2011  
Bachelor of Business Administration, Business Management  
\*G.P.A. – 3.57/4.0 (*Cum Laude*)

Southern Wesleyan University  
Associate Degree, Business Administration, 2009

Augusta Technical College  
Diploma, Landscape Design and Management , 2005

## Professional Experience

*Lamar Advertising Company    Augusta, GA*

*February 2006 – present*

### *Account Executive (2011 - present)*

- Graduated Lamar Sales School (June 2011)
- Implemented marketing strategies based on client needs.
- Account management of over 1.2 million dollars of customer accounts.
- Fulfilled customer requests and in a timely manner.
- National and local customer base.
- Networking locally in community to build relations.



***Lamar Digital Tech (2009 - 2012)***

- Completed Digital Technician I course within top 10 percent May 2009.
- Involved in continuous training which incorporates On-the-Job Training (OJT), monthly safety meetings and training, and Instructor Led Training.
- Provide constant feedback on Digital Media Market to Field Techs and National Operations Center.
- Demonstrated leadership through teamwork efforts.
- Maintains accurate and up-to-date inventory of all digital billboard parts in Augusta market.
- Completed scheduled maintenance.

***Installer (Feb 2006 - 2011)***

- Acted as a member of high-paced operations team to install and maintain advertising media.
- Performed scheduled tasks within given time period.
- Collaborated with Account Executives to meet needs of clients.
- OSHA trained to perform tasks as safely as possible.
- Attended monthly safety meetings to learn new safety protocols.

***Billposter/Construction Crew (1999 – 2005)***

- Efficiently completed installation of media within specified time frame.
- Acted as member of Operations Team to safely and efficiently install materials.
- Acted as member of Emergency Response Team to provide relief to markets impacted by natural disasters.
- Efficiently worked as a team in assembling and maintaining outdoor advertising structures.
- Received OSHA mandated training for performing job tasks in accordance with Federal Laws.

**Additional Experience****Flowers Baking Group**

Augusta, GA

2005 - 2006

***Route Sales***

- Managed high volume inventory of goods within assigned route.
- Increased sales impact and overall value of the route.
- Scheduled arrival of goods for high volume stores and restaurants.
- Collaborated with Management to implement better customer awareness through various sales techniques.

**Honey Dew**

Augusta, GA

2004 - 2009

***Landscape Management***

- Maintained and grew business from ground up .
- Managed a crew to perform assigned tasks as assigned.
- Maintained records for tax purposes and inventory control.
- Implemented new scheduling procedures to obtain higher output.
- Provided high customer service through constant interaction.

**Kelley Electrical*****Electrician's Helper***

- Learned the basics of residential and commercial wiring
- Installed electrical components per local and state code
- Performed work in government and VA areas
- Safely worked with hot electrical feeds as needed

**Professional Interests/Associations**

- o Founder, Better Augusta Networking Group (BANG)
- o Member, Augusta Chamber of Commerce
- o Member, A.M Business Connections Group



- o Graduate, Lamar Sales School
- o Certification, Lamar Digital Tech I
- o Award/Recognition, Lamar 10 years' Service 2009

**Personal Interests/ Activities**

- o Thespian Society, lifetime member
- o Volunteer, Habitat for Humanity
- o Volunteer, Neighborhood Association Board Member
- o Participated in church local and domestic missions work
- o Served on church finance committee and as usher, bible study leader, and deacon
- o Southern Wesleyan Alumni
- o Cycling, running , swimming, CrossFit



  
<http://www.brigettes.com>

## **PROFESSIONAL AND MENTORING EXPERIENCE**

### ***BRIGETTE'S TECHNOLOGY CONSULTING AND RESEARCH FIRM***

***11/2017-Present******Political and Diplomatic Researcher and Analyst and Consultant***

- Researched and Prepared Recommendations for the President of the United States Donald J. Trump
  - Public School Lunch Debt
  - Reparations
  - Tax Dollars *[in works]*
  - Agriculture innovation *[in works]*
- Virtually strategized and campaigned to increase candidate's social media presence and engage citizens in policy discussions, creation, and reform
  - 2018 Georgia Gubernatorial Primary election
  - 2018 Florida U.S. Senate election
- Arbitrate for FINRA

### ***BRIGETTE'S TECHNOLOGY CONSULTING AND RESEARCH FIRM***

***6/2001-Present******Researcher, Analyst, Technology Management and Small Business Consultant, CEO and Founder***

Assist Graduate and nearly 75 Doctoral Candidates virtually with the composition of their qualitative, quantitative, and mix methods thesis, proposal, and/or dissertation. Conduct qualitative data analysis using HyperResearch 2.8/2.6 software programs from data collected during face-to-face and telephonic interviews, focus groups, and case studies. Compose peer-review articles. Designed and publish Brigitte's Explores, the official publication of Brigitte's on organizational culture, leadership, and entrepreneurialship. Perform APA and web content editing. Encourage potential learners to further their education by enrolling or re-enrolling in college. Established a scholarly library to promote research on business, technology, gender, education, religion, and so forth. Assisted professional associations and small businesses with designing their web sites and growing their association.

### ***BRIGETTE'S NATURAL HEALTH ACADEMIA RESEARCH FIRM***

***12/2013-Present***

- Peri-menopause
- Cancer
- Work-Related Stress
- Clearing the Mind to Think Strategically
- Post-Traumatic Stress Disorder (PTSD) ~ Uniform Service Members
- Sports/Fitness Body Stress
- Elderly Residents in Residential Care Facilities

### ***EXCELSIOR COLLEGE***

***1/2014-8/2015******Course Revisions/SME***

- IT-370: Database Management Systems

### ***SOUTHUNIVERSITY ONLINE***

***1/2012-6/2015******Facilitated (Mentored) the following undergraduate courses offered at the College of Business:***

- ITS1000 Computer and Internet Literacy
- ITS3102 Database Development (Oracle 11g Express Edition-SQL Command/vLab-SQL\*Plus)
- ITS3105 Programming II (Visual Studio 2010/2012; Dev C++)
- ITS2104 Programming Logic (Alice 2.2)



**CENTRAL MICHIGAN UNIVERSITY (GLOBAL CAMPUS)**

**9/2013-12/2014**

Approved to facilitate (mentor) the following graduate course offered at the College of Business

- MSA 699: Applied Research Project in Administration

**U.S. DEPARTMENT OF EDUCATION (ED)**

**2010-2015**

**OFFICE OF POSTSECONDARY EDUCATION, HIGHER EDUCATION**

**FIELD READER**

**NORTHCENTRAL UNIVERSITY**

**9/2007-7/2011**

**SUBJECT MATTER EXPERT (SME) AND FACILITATOR (MENTOR)**

Scope involves revising curriculums (\*) and mentoring Learners in the following master/doctoral courses\*\* offered at the College of Business:

- CS7005 Complex Database Management Systems\*
- CS7010 Advanced Topics in Network Communications\*
- CS7014 Software Engineering Fundamentals Technology for Leaders\*
- CS7015 Distributed Computing Fundamentals for Technology Leaders\*
- CIS5000 Introduction to Computer Security\*/\*\*
- CIS7002 Organizations Corporate Computer and Network Security\*/\*\*
- CIS5008 Risk Management in Information Assurance and Security\*
- CIS7008 Advance Risk Management in Information Assurance and Security\*/\*\*
- CIS7007 Information Security and Outsourcing Computer Systems\*/\*\*
- MIS5000 Management Information System (MIS)\*\*
- MIS7002 Database Administration and Management\*/\*\*
- MIS7003 Decision Support System (DSS)\*
- MIS7004 Data Communication Management\*/\*\*
- MIS7005 Enterprise Network Architecture\*
- MGT5009 International Business\*\*
- MGT5011/MGT7011 Managerial Women: Strategies and Skills\*/\*\*
- MGT5013 Entrepreneurship\*\*
- FIN7013 Investments\*
- FIN7012 Advanced Corporate Finance\*
- FIN7018 Accounting and Control for Nonprofit Organizations\*
- RSH8961-B Research Topic, Problem, Purpose and Question\*\*

**PROCUREMENT SENIOR ADMINISTRATIVE ASSISTANT - Atlanta, GA**

Georgia Department of Revenue: Purchasing Division

Supervised 2 subordinate purchasing secretaries. Posted maintenance, repair, & operation (MRO) and vehicle expenses, such as gas and oil prices, and monthly mileage to Cost Accounting Management System (CAMS). Calculated and submitted salary/hourly payroll for 45 employees. Correspondences, IFBs, and RFP were composed in Word Perfect 6.0. Used SPIN database with a Georgia commodity code (GCC) to access vendors. Composed, developed, and recorded payroll and usage of leased copiers in Excel Spreadsheets, which was previous done manually. Utilized Lotus 123 for Windows. 95-96

## **EDUCATION AND TRAINING**

### **GRADUATE COLLEGES AND ADVANCED STUDY PROGRAMS:**

**POSTDOCTORAL RESEARCH SCIENTIST**

**12/2007-Present**

*Alumni Association Network (AAN)-Newnan, GA*

Collaboration initiatives involving approaching higher education issues and constructing peer-reviewed sources

**INTERNATIONAL DOCTOR of PHILOSOPHY (PhD) - Honorary**

**4/2007-11/2017**

*World Information Distributed University (WIDU)-Switzerland/Russia*



**Doctoral Thesis** (*Virtual Clinical Research Trial*): Behavioral Economics Approach to Perimenopause, A Learning Culpability of Women in Developing Nations

**Papers Completed:** Africa, African women, natural health, perimenopause: <http://www.bridgettes.com/AboutBrenda.htm>  
[not conferred/unpublished]

## **DOCTOR OF NATUROPATHY (ND)**

**7/2013-6/2015**

*Trinity: School of Natural Health-Warsaw, IN*

**GPA 95**

**Dissertation:** Academic Curriculum Preparedness: Incorporation of Principles of Homeopathy

**Courses Completed:** History of Naturopathy; Medical Jurisprudence; Orthomolecular Nutrition, Reflexology, RX for Nutritional Healing; Choices in Therapy: A Cancer Battle Plan; Practical Iridology; Herbal Materia Medica, Homeopathy I; Men's Health; Children's Health; Women's Health; Pregnancy Health; Senior Health; Kinesiology; Anatomy and Physiology – Advanced; Dry Blood Cell Analysis; Acupressure; Enzyme Health; Chemistry of Man; Bach Flower Therapy; Positive Mental Health; Diet and Nutrition; Analyzing pH.

## **VIRTUAL COURSES: CERTIFICATES EARNED**

### **Research**

Discovering Science: Scientific Writing (University of Leeds~FutureLearn)	<b>2/2017</b>
Developing Your Research Project (University of Southampton~FutureLearn)	<b>8/2014</b>
Mastering Academic Research: Information Skills for Successful Students (FIT~Canvas Network)	<b>7/2014</b>
Understanding Research Methods (University of London~Coursera)	<b>7/2014</b>
Data Management for Clinical Research (Vanderbilt University~Coursera)	<b>7/2014</b>
Doing Journalism with Data (European Journalism Centre~Canvas Network)	<b>6/2014</b>

### **Politics/Law/Procedures**

Cultural Diplomacy (European University Institute (EUI)~Future Learn)	<b>3/2019-Present</b>
The Changing Global Order (Universiteit Leiden~Coursera)	<b>1/2019-Present</b>
Diplomacy in the 21st Century (The Open University (OU)~Future Learn)	<b>1/2019-Present</b>
Global Diplomacy-Diplomacy in the Modern World (University of London~Coursera)	<b>12/2018-1/2019</b>
Public Policy Challenges of the 21st Century (University of Virginia~Coursera)	<b>7/2018-1/2019</b>
Moral Foundations of Politics (Yale~Coursera)	<b>5/2018-Present</b>
Global Systems Science for Policy (Complex Systems Digital Campus~Future Learn)	<b>4/2018</b>
Financial Industry Regulatory Authority (FINRA) Arbitrator	
• Discovery-Abuses & Sanctions Training	<b>12/2018</b>
• Dispute Resolution: Basic Arbitrator Training	<b>9/2016- 3/2017</b>
• Prepare to Conduct a Fair and Impartial Hearing	
• Conduct a Fair and Impartial Hearing	
• Decide the Outcome of the Case	
• Dispute Resolution: Expungement	<b>3/2017</b>
• Dispute Resolution: Understanding the Prehearing	<b>3/2017</b>
Arbitration Forums, Inc.	<b>10/2016-4/2017</b>
• Writing Quality Decisions	
• Writing Effective Contentions (Filing Company)	
• Writing Effective Contentions (Responder Company)	
• Intermediate Arbitration for Arbitrators	

Intro to Contractual Compliance (ICANN)	<b>9/2016</b>
Risk Management in Higher Education: Student Issues (Canvas Network)	<b>11/2013</b>
U.S. Military Service and the Law (The John Marshall Law School~Canvas Network)	<b>11/2013</b>

### **Information Technology/Data Science**

Internet Giants: The Law and Economics of Media Platforms (The University of Chicago~Coursera)	<b>3/2017-Present</b>
ICANN for Business	<b>9/2016</b>
Data Scientist's Toolbox (John Hopkins University~Coursera)	<b>3/2015</b>
Metadata: Organizing and Discovering Information (University of NC at Chapel Hill~Coursera)	<b>10/2013</b>
ASME Standards Assessment Based Course (American Society of Mechanical Engineers)	<b>7/2013</b>

### **Business/Education**

Globalizing Higher Education & Research for the 'Knowledge Economy' (UW-Madison/Bristol)	<b>5/2014</b>
Organizational Analysis (Stanford University~Coursera)	<b>12/2013</b>
Project Management Skills for All Careers (Canvas Network)	<b>12/2013</b>
Innovation & Design Thinking (University of Cincinnati~Coursesites)	<b>11/2013</b>



Lean Canvas (udemy academy)	9/2013
Reinventing School-A Design Thinking Challenge (udemy academy)	9/2013
Design Thinking Action Lab (Stanford University~NovoEd)	8/2013

### **Health**

Understanding Plants-Part I: What a Plant Knows (Tel Aviv University, Coursera)	2/2017
Health Technology Assessment: Choosing which Treatment Gets Funded (University of Sheffield)	3/2016
Introduction to Neuroeconomics: How the Brain Makes Decisions (HSE/NRU~Coursera)	8/2014
Introduction to Pharmacy (Ohio State University~Coursera)	3/2014
Inside Cancer (University of Bath~Future Learn)	2/2014
Good Brain, Bad Brain (University of Birmingham~FutureLearn)	2/2014
New Nordic Diet-from Gastronomy to Health (University of Copenhagen~Coursera)	11/2013
Fundamentals of Human Nutrition (University of Florida~Coursera)	4/2013

### **SCHOOLS of LAW**

<i>California School of Law (CSL) - Bar Attorney Track</i>	8/2012-4/2013
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**Courses Completed:** Torts, Criminal, and Contracts I & II Law

*Former Law Schools – Non Bar Executive JD Track (5 months of courses)*

### **DOCTOR of MANAGEMENT (DM)**

<b>Organizational Leadership Concentration</b> - Practitioner Degree	12/2001-7/2004
University of Phoenix (UOP)–Online – Phoenix, AZ	GPA 3.8

### **Published Dissertation: Women Executives in the Information Technology Arena**

#### **Theory Formulated: Organizational Gender Perception Theory**

**Courses Completed:** Catalytic Leadership and Group Process; A Philosophy of Knowledge; Inventing the World: How We Construct Meaning; Organizational Theory: The Structural Conventions of the Industrial Paradigm; Leadership Theory: The Human Conventions of the Industrial Paradigm; Organizational Culture and Change; The Essence of Leadership: Communicating, Team Building and Coaching; A Skill shop; The Mind of the Manager/The Mind of the Managed; Unconventional Wisdom and the Anti-Establishment Challenge; Organizations and Systems Thinking: The Web of Inclusion; The Moral and Social Responsibility of Leadership; Appropriate Research Methods; Four Comprehensive Exams (Organizational, Leadership, and Management Theories, and Epistemology); Finalizing the Design of the Doctoral Project; Reading and Conference: Preparing the Doctoral Proposal with Mentor (DOC 789); Doctoral Project Research/Writing (DOC 798); Preparing the Doctoral Project (DOC 799).

Communicated via online newsgroups: posting individual and group analytical papers and participated in in-depth discussions. Attended 2-week and 4-day residencies annually. Team-oriented environment. Worked with a mentor and three committee members who hold Doctorate's degrees in technology or diversity from different universities.

### **LEADERSHIP CERTIFICATE PROGRAM**

12/2001-2004

Self-pace course by the American Business Women Association (ABWA)

### **EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM**

10/2001-4/2002

One-on-one coaching/20-week training course present by Connected Solutions Incorporated (CSI)

### **DOCTOR OF PHILOSOPHY OF APPLIED MANAGEMENT AND DECISION SCIENCES**

#### **Leadership & Organizational Change Specialization**

02/2001-11/2001

Walden University Online - {Transferred to the University of Phoenix}

Research analysis/courses completed:

- How Technology has Altered Societal Development and Organizational Culture: Completed a Survey Methodology: Forwarded Results to Technology & Magazines Companies, Universities, and so forth.
- Human Inquiry (What is science?)

### **MASTER OF INFORMATION TECHNOLOGY (MIT)**

Graduated 09/2000

American InterContinental University (AIU): School of Information Technology -Dunwoody, GA

GPA 3.4

#### **Projects Summary:**

- Designed and created database structures to store, update, and display data in relational database; created shareable



- PL/SQL blocks of application code, and used Oracle Procedure Builder to develop and debug PL/SQL programs.
- Designed, built, and tested a database (backend) and a Program Data System (front end) for a training company data system in a team oriented environment
- Installed and configured Windows NT; conducted troubleshooting and preventative maintenance techniques on hardware and software. Prepared a detailed network layout design for the installation of a Local Area Network (LAN)
- Developed VB programs incorporating Active X/Access database in a 3-tiered client/server model
- Designed personal web site using HTML, ASP, MS Access, FrontPage 97, and VB Script
- Utilized the phases of Project Management/Leadership in the technical, behavioral, and change management fields.
- Created business proposals for the acquisition of contracts for IT projects/a kiosk application for a retail outlet using Java.

## UNDERGRADUATE COLLEGES:

**BACHELOR OF APPLIED SCIENCE (BAS) DEGREE** – Morrow, GA. **Graduated 6/1998**  
**ADMINISTRATIVE MANAGEMENT** - Clayton College & State University: School of Technology **GPA 3.5**

**Harcourt Learning Direct (formerly ICS):** Correspondence Course – Journalism/Short Story Writing, **Diploma**, 1996

**Old Dominion University (ODU):** Business Management & Journalism courses, 1994-1995

**Gordon College:** Associate of Applied Science (AAS) in Business, **Degree**, 1993, **GPA 3.4**. Made Dean's list and Honor Roll

**Macon Technical Institute:** Information and Office Technology/Information Processing Specialist (IPS), **Diploma**, and Secretary, Diploma, 1992, GPA 3.96

## PUBLICATIONS

Oliver, S., Nelson-Porter, B. (Authors), & Miedzianowski, S. (Ed). (2015). *The reviewers: Accreditation association: Functional shared governance in higher educational systems* (eBook ed.). Newnan, GA: Alumni Association Network. Available at <http://www.alumniassociationnetwork.org/Accreditation.htm>

Munyanyiwa, T., & Nelson-Porter, B. (2015). Leadership style of managers during mergers in the hospitality industry. *European Journal of Business and Management*, 7(21), 170-174.

Luster, M., & Nelson-Porter, B. L. (2014). *Doctoral learners with physical, mental, and learning disabilities*. [Unpublished]

Markovi, M. R., Nelson-Porter, B. L., & Grozdanic, R. (2013, May). *Rural women innovation and entrepreneurship in transition countries*. Paper presented at the 2013 AVADA Conference: Current Interdisciplinary Research in Management and Administration, Vilnius, Lithuania. Available at <http://journal.avada.lt/images/dokumentai/CROMA2013str/8%201.pdf>

Nelson-Porter, B. L., Hansen, C., & Grey, C. (Ed). (2011). *Competitiveness: Doctoral user-centered learning games* (eBook ed.). Newnan, GA: Alumni Association Network.

Markovi, M. R., Nelson-Porter, B. L., & Omolaja, M. A. (2009). The new alternative women's entrepreneurship education: e-learning and virtual universities. *Journal of Women's Entrepreneurship and Education*, (1-2), 1-12.

Nelson-Porter, B. L., & Grey, C. (Ed). (2009, December). *Submission of scholarly articles*. Retrieved from the Alumni Association Network web site.

Nelson-Porter, B. L. (2009). *Higher education can decrease overhead by promoting independent dissertation consultation*. Retrieved from <http://www.brigittes.com/Training/DissertationConsultant.htm>

Nelson-Porter, B. L. (2009, Aug/Sep). [Peer Reviewer]. In L.D. Jackson, *The Doctors are In: Vol. 1*(1). Service synonymous with leadership? pp. 1-3.

Nelson-Porter, B. L. (2009, June). The benefits of a separation. *Brigitte's Explores the New Reality Corporation Concept*, 7(1), pp. 2-5.

Nelson-Porter, B. L. (2008). *Africa's population and resources: A comparative analysis*. Retrieved from the Brigitte's Technology Consulting and Research Firm web site.



Nelson-Porter, B. L. (2008). [Book Forward]. In M. A. Omolaja & M. R. Markovic, *Modern management: Concept and topical issues*, (1st ed., p. 5), Salt Lake City, UT: Aardvark Global Publishing.

Nelson-Porter, B. (2007). *The first: Awarded the Doctorate* (eBook ed.). Newnan, GA: Alumni Association Network. Available at <http://www.alumniassociationnetwork.org/Scholar.htm>

Nelson-Porter, B. L. (2006). Mobilizing the international workforce. *Brigette's Explores the New Reality Task Force Concept*, 16(1), pp. 2-7.

Nelson-Porter, B. L. (2006). *Glossary of purchasing terminologies for the supply chain professional* (2nd e-Book ed.). Canada. Graves MacRae Designs.

Nelson-Porter, B. L. (2005, December). Mothers making a strategic decision. *Brigette's Explores the New Reality Corporation Concept*, 6(1), pp. 2-7.

Nelson-Porter, B. L. (2005, November). Resigning is just an option. *Brigette's Explores the New Reality Corporation Concept*, 8(1), pp. 2-6.

Nelson-Porter, B. L. (2005, September). The influences of educational systems. *Brigette's Explores the New Reality Corporation Concept*, 1(1), pp. 2-5.

Nelson-Porter, B. L. (2005). *Corporate officers' daily agenda* (eBook ed.). Canada. Graves MacRae Designs.

Nelson-Porter, B. L. (2004). *Women in the trenches: The underlying source for a marginalization* (eBook ed.). Marietta, GA: sam101.com.

Nelson-Porter, B. L. (2004). *Women executive in the information technology arena*. (Doctoral dissertation). Retrieved from ProQuest Digital Dissertations. (No. AAT 3148728)

## **ASSOCIATED PARTICIPATORY PUBLISHING**

Unfeminizing emotional intelligence at the executive level. *The Alumni Association Network (AAN)*, (December, 2016). Available at <http://www.alumniassociationnetwork.org/AdvisoryBoardCommitteeFourth.htm>

Strategic planning using emotional intelligence: *The International Journal of Business & Management (IJBM)*, (March, 2016). Available at <http://www.theijbm.com/2016-2/march-16>

Application of double-loop learning with leaders in higher education: Conference: Hawaii University International Conference (Jan, 2016). Available at <https://huichawaii.org/michael-chadwell-sharon-jeanie-murphy/>

Female ship inspectors: A virtue of managing risks: *International Journal of Leadership Education and Business Studies* (Fall, 2015)

Specialized behavioral mentoring process deployable in the accounting sector (Abstract). Allied Academies: Academy of Accounting and Financial Studies (AAFS) (Fall, 2015)

Knowledge acquisition of female dock supervisors: Association of Nigerian Women Academic Doctors (ANWD): *Journal of ANWD (JOA)* (Fall, 2014)

Mentorship interactions in the aviation or aerospace industries. *Academy of Strategic Management Journal* (2008)

## **PRESENTATIONS**

Nelson-Porter, B. L., (Producer) & Grey, C. (Editor). (2013, July). *The importance of study participants transforming into 21st century research knowledgists* [Video podcast]. USA. Available at <https://vimeo.com/69439876>



Nelson-Porter, B. L. (Producer). (2012, May). *Myers-Briggs Type Indicator: A validated instrument assessment* [Video podcast]. USA. Available at <http://vimeo.com/41534368>

Nelson-Porter, B. L. (Producer). (2012, May). *The importance of research* [Video podcast]. USA. Available at <http://vimeo.com/42168455>

Nelson-Porter, B. L. (2005). A debate on information, communication, and technology (ICT), gender, and human rights. United Nations World Summit on the Information Society, Tunis, Africa.

## HONORS, AWARDS, AND RECOGNITIONS

Nominated for the “**José Vasconcelos**” 2018 World Award of Education

Pledged for global gender equity with the United Nations, 2016: HeForShe Campaign

Listed in the 2013-2014 Resource People of Commonwealth of Learning directory:  
<https://www.col.org/programmes/our-strategy>

Nominated and was in the top 15 candidacy for the “**Ewing Marion Kauffman Foundation Outstanding Postdoctoral Entrepreneur Award**” (2009)

Recipient of the “**Excellence Award**” (2008) from a University of Phoenix (UOP) Online representative for demonstrating the Collegiate Scholastic Mentoring (CSM)© Initiative, which involves encouraging potential learners to further their education by enrolling or re-enrolling in college.

Recognition for leading the community clean-up (2004-2005) via correspondence from Georgia’s Governor and State Senators.

Recipient of the “**President’s Award**” (2000) from the National Association Purchasing Management (NAPM-GA). Increased membership by 34% in 1999 within a 9-month time frame, which placed Georgia as the No. 5 affiliate to recruit the most members.

Recipient of the “**Navy Achievement Medal (NAM)**” (1995) for outstanding performance for supervising and evaluating 8 U.S. Marines who maintained personnel records.

Designated as a Certified as a Purchasing Professional (CPP) by the American Purchasing Society (APS) (1998)

## RESEARCH INTEREST

Research interests include working with a group of prominent researchers and scientists to approach global problems associated with education, gender, information technology (IT), and digital data in the academic, healthcare (natural sciences, veterans), and technical public and private diplomatic sectors.

## PROFESSIONAL DEVELOPMENT

American Association for the Advancement of Science (AAAS), 2019-Present

Georgia Republican Assembly (GRA), 2018-Present

Editorial Board of Journal of Women’s Entrepreneurship and Education, 2008- Present

Institute for Supply Management® (ISM) Special Interest Women in Leadership Group (WIL):  
Education Committee Chair: 2016-2018

Assisted with constructing the mentoring program. Developed surveys/questionnaires for fellow Chairs focusing on membership, fundraising, mentoring, and education. Based on industry research, presented topics of interests for WIL to develop into webinars. Proposed fund raising initiatives to derive a budget.



MOOC Medical Conference-2015-2016: Reenergizing the Anatomy of the Global Workforce Series: <http://integrating-technology.wiziq.com/publiccourse>

Academy of Integrative Health & Medicine (AIHM), 2014-2015

Excelsior College: Professor Training Completed: Blackboard Orientation for Faculty, 2013; New Faculty Orientation, 2014; Balancing Online Teaching, Life, and Stress

Central Michigan University (Global Campus): Faculty Orientation (Self-Paced Blackboard Training), 2013; Teaching Online Workshop, 2014

SouthUniversity Online: ACM Spring 2015 Webinar (Human Computer Interface [HCI]); Cultural Diversity Online; Community of Inquiry Model Confirmation (Use Emotions); QEP-1100–Classroom to Career; Library Resources for Health Science Students; Dialects, Language Registers, and Code-Switching; Best Practice in Online Discussions; Academic Integrity I/II; Online Safety and Boundaries; Teaching the Advanced Student; Information Classification Policy and Standard; Teaching in the Wake of Tragedy; Critical Thinking; Inside Track Faculty Referral Training; Transformative Learning; Learning Styles; Online Trends and Topics in Education; Bridges Out of Poverty (Formal Register vs. Casual Register); Teaching Millennials Online; ClassLive Pro; Information Technology - Faculty Meeting Summer 2013; EDMC's Business Ethics Policy; Code of Conduct and QEP1000: Quality Enhancement Plan; Faculty Library Orientation; Contract Processing; Veteran's Affairs Student Processing; Americans with Disabilities Act; IDEA Survey; Grading Tutorial; Family Educational Rights and Privacy Act (FERPA; Buckley Amendment; Solomon Amendment; Gramm-Leach Bliley Act); My Students (Sessions and Courses Listing); Student Services; Learning Outcome Manager (LOM); Digital Bookshelf

Member of the American Society of Business Publication Editors (ASBPE), 2005-2007, 2010-2011

NorthCentral University Online: Earned the “**Online Teaching Certificate**” by completing the following Mentor Courses: Mentoring Essential Course (FMD5000); Authentic Learning Activities for Online Courses (FMD5018); Internet Search Skills (FMD5019); Classroom Management (FMD5024); Communication Tools (FMD5017); and Tips and Tricks with Technology (FMD5022).

Attendee of the Women in Engineering and Technology Research conference, Paris, France, 2007

Member of the Qualitative Research Consultants Association (QRCA), 2007-2008

## **ACADEMIC/TECHNOLOGY/LEGAL/HEALTHCARE/BUSINESS/PURCHASING WEBCASTS/WEBINARS/CONFERENCES/SEMINARS/WORKSHOPS**

Pharmaceutical Serialisation-The Challenges We, As a CDMO, Are Facing; Registering for Regulatory Requirements for Insurance Policy e-Delivery and e-Posting; Orphan Disease Research: Facilitating Approval and Access through Observational Trials; Enhancing Business Efficiencies with Material Master Data Management (MDM); The Art & Science of Influence; How to Understand Cost & Enable Fact Based Supplier Relationships; Harmful Algal Blooms and Agricultural Nutrients: State Responses to a Gowning Issue; A New Era of Compensatory Mitigation for Impacts on Natural Resources; Understanding Critical Tipping Points by Going Deeper Faster-Leveraging Mixed Methods, Digital/Online Technology & Innovative Projectives; Get Control of Your Contracts: Learn How to Use Contract Management and Analytics to Accelerate Digital Transformation; Six Disruptive Forces & Their Impact on Procurement; Contracting for International Supply Chain Success; Standard Bank Case Discussion: Improving Customer Experience through RPA + AI-powered Cognitive Automation; Supplier Intelligence in the Age of Social Media; Is Stakeholder Alignment the Key to Procurement's Survival; How Can Procurement Become a Competitive Advantage; Three Focus Areas for Compliance with the New FLSA Requirements; 2016 Law Firm Benchmarking Report: Experts Discuss; The Advent of R-BPO: Is The Future of BPO Robotic? (Virtual, 2016); IRB and Social Media: 5 Misunderstood Regulations to Help Your Site Recruit Patients Faster Confirmation (Virtual, 2015); Sample Course-Institute of Integrated Nutrition; Risk-Based Monitoring and the IRB; How to Motivate and Retain Study Coordinators; An Overview and Guide to Clinical Trial Endpoint Adjudication; Risk-Based Monitoring: What Does it Mean for Clinical Study Sites?; The Mental Wellness Summit; Health Literacy for Public Health Professionals by CDC (Virtual, 2014); Using CRISPR/Cas9 to Understand Transcription and Control Gene Expression; Accelerating Your Analytics for Faster Insights; Big Data Trifecta: Using Hadoop, NoSQL, and RDBMS; Secure Human Resources: “Offboarding” Automation; Create the Optimal Customer Experience; Future of Meeting by Citrix; Delegating: The Art of Handover by Corporate Education Group;



Overcoming Big Data Integration Challenges; Fueling Omnichannel Results with Data Quality; Real-World Data Governance (RWDG)-Metadata to Empower Data Stewards: Introducing the Idea of the OMS; CDO Agenda: Data Security and Encryption; RWDG-Data Governance Policy: Components and Content (Virtual, 2014); ABCs of Hybrid Delivery (Virtual, 2013); Advanced Debugging with Visual Studio 2013; Hidden in Plain Sight: Uncover the Business Value of Your Unstructured Content: Session 1: Slips, Trips and Falls: Proactive Care through Predictive Analytics; \$1 Billion in CMMI Innovation Awards: Opportunities for Advancing Community Prevention and Population Health (Virtual, 2013); Analyze This! (Virtual, 2011); Modifying Online Classes for Non-U.S. Learners (Virtual, 2011); Top 5 Reasons Why a Doctoral Degree Should be Your Next Step for Academic Fulfillment & Career Advancement (Virtual, 2010); Managing a Remote Workforce (Virtual, 2010); Unleash Business Value and Differentiation with Knowledge-Infused CRM (Virtual, 2010); Five Ways Video Communication will Help Business of Any Size (Virtual, 2010); Managing Shared Passwords for Super-User Accounts (Virtual, 2010); Cyber Warfare Prevention-Securing Your Software and Applications (Virtual, 2010); Defending Against Cyberattack: Emerging Solutions for Today's Threats (Virtual, 2010); Improve Your e-Discovery & Records Management Confirmation (Virtual, 2010); Boost Performance & Efficiency with Your Data Center Infrastructure (Virtual, 2010); Cost Effective Techniques for Designing the Data Warehouse (2010); Emerging from the IT Squeeze: How to Support Innovation and Still Maximize Network Efficiency (Virtual, 2010); Trust, But Verify: Securing the Cloud (Virtual, 2010); The Top Considerations for Cloud-based Information Management (Virtual, 2010); Successful Information Management Strategies (Virtual, 2010); Women in Engineering and Technology Research International Conference (Paris, 2007); 3rd International Women's Peace Conference (Texas, 2007); United Nations World Summit on the Information Society (Tunis, Africa, 2005); CIO Forum; Rational; Software Inventory Management & Process, Licensing Evaluator by IBIS; Customer Relationship Management (CRM) in the Age of Technology, Anatomy of an E-commerce Web Site: gear.com (XML); Visionary Leadership for the New Millennium; Growing With Technology: Strategies for Taking Your Business to the Next Level (Citrix); Achieving Charisma and Personal Power; Trenda Watch: Technology of the Future; Sharper Edge Access: Business and Technology Forum (Lucent); e-Commerce Solutions 2000 (Personalizing); eProcurement; Selecting & Implementing Web-based Procurement Software; IBM/Versata e-Business Automation Briefing; Women of Color-Communications Technology (lectures -The Business of Technology Conference); Microsoft's Deploying Scalable E-Commerce Solutions; Developing A Roadmap to E-Procurement; Y2K Contracting Issues, Internet, Supply Chain Management – Linking Purchasing to Customer Values, Technology, & Shareholder Value; Legal Aspect of Purchasing, Cost/Price Analysis, Buyer-Seller Negotiations, University/Business Partnership; Maximizing Your Career Value: Gaining the Winning Edge; Success = Opportunity + Aptitude + Attitude; Supply Chain Management-Adding Value to the Bottom Line; Best Practices in Supplier Diversity; New-Century Purchasing...Where's This Train Going; Advance Purchasing Strategies; Contracting: The Very Basic; Contract Termination; Planning for Negotiations; Developing a Winning Proposal; E-commerce, Win-Win Negotiating; Supplier Universe; Purchasing I & II; The Legal Aspects of Purchasing; Contracts: Reading, Writing & Negotiating.



# Brian O'Malley

[REDACTED] Marietta, GA 30066; c [REDACTED]

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## PROFESSIONAL PROFILE

I am a proud veteran and business owner / executive possessing impeccable integrity and leadership skills. I am an effective communicator, motivator, coach, official, community leader, loving father and husband. I welcome challenges and changes head-on and influence others towards positive results using my interpersonal and problem-solving skills. I am highly self-motivated, calm under adversity, exceptionally fit, extremely athletic and mentally tough...I love to serve and win! I have a strong desire to utilize my vast talents and wealth of knowledge and experience that I have gained serving our outstanding military, community (HOA and non-profit board President) and civilian sector (company owner/executive) to continue to make positive differences for my family, my work place, my community and our great country. I currently reside in Marietta, GA and own a residence in Annapolis, MD.

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## EDUCATION

**United States Naval Academy (USNA), Annapolis, MD**

*1982 – 1986*

- Bachelor of Science in Mathematics, Operations Analysis
  - Honored recipient of the “Admiral Calvert Award” awarded by the U.S. Naval Academy Coaches to the top graduating Midshipman for achieving excellence in the U.S. Naval Academy’s mission of leadership, academics and athletics.
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## AREAS OF EXPERTISE

- |  |   |
|--|---|
| • Team Building & Leadership                       | • Program and Project Management        |
| • Business Management & Development                | • Operational Performance               |
| • Strategic Planning & Development                 | • Financial Planning & Management       |
| • Small Business Setup                             | • Personnel Hiring & Training           |
| • Investments                                      | • Opportunity Identification            |
| • Cost Control & Analysis                          | • Process Creation & Implementation     |
| • Customer Service & Satisfaction                  | • Employee Relations                    |
| • Multitasking                                     | • Coaching                              |
| • Administration                                   | • Conflict Resolution                   |
| • FAA Part 107 Licensed Commercial UAS Drone Pilot | • Extensive Drone Training & Experience |
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## PROFESSIONAL EXPERIENCE

### **CROFT Architects & Engineers, Kennesaw, GA, *Senior Program Manager 2018 – Present***

- Senior Program Manager specializing in mission critical / data center facilities.
- FAA Licensed (Part 107) Commercial Drone Pilot; Project progress photos, GIS mapping.
- Responsible for generating and developing client relationships, understanding client needs, leading and then managing both the client and the CROFT architectural and engineering team in the budget, acquisition, technical design and engineering, program / project management, contract management and vendor management, real estate and facility acquisition, construction, equipment integration and commissioning/testing of mission critical and data center facilities.
- Current key projects include ViaSat Satellite Earth Station Facilities (Guam and Canada), YANMAR North America Training and Marine Centers, Cobb County Schools and New Data Center, Cobb County Veterans Memorial Association Program Manager, Atlanta Humane Society (Program Manager), Kennesaw State University New Baseball Stadium.

### **Critical Components, Inc. (CCI), Atlanta, GA, *Owner, COO 2002 – 2018***

- Founding owner of CCI; manufacturer's representative company specializing in the electrical and mechanical engineering, design, sales, service of critical data center equipment.
- Oversaw all aspects of business development including employee hiring and training, payroll, retirement plan, employee healthcare, HR, performance reviews, business operations and processes, operational planning, sales, accounting, office lease and tenant improvements.
- Consulted, designed, engineered and integrated critical electrical and mechanical infrastructure data center equipment and services to commercial and government entities located throughout the southeast (hospitals, banks, schools, military bases, government facilities, co-location data centers). Managed projects from initial design, pricing, ordering, integration to final invoicing.
- Routinely won annual sales awards from represented manufacturers for outstanding sales growth, product knowledge and customer satisfaction.
- Directly responsible for growing CCI's annual sales revenues to over \$48M with 25+ employees. Increased average yearly profit margins from approximately 9% to over 15%.

### **BellSouth (AT&T), Atlanta, GA, *Project Manager Professional, PMP 1997 – 2002***

- Responsible for leading and managing the technology team in the budget, acquisition, technical design and engineering, program / project management, contract management and vendor management, real estate and facility acquisition, construction, equipment integration and testing for BellSouth's major data center facilities throughout the southeastern U.S.
- Senior Project Manager, Project Manager Professional (PMP); managed project plans and budgets over \$2B including the project that resulted in BellSouth's initial successful entry into the direct-to-home satellite TV market. Reported directly to senior executives.



**Merrill Lynch**, Norfolk, VA, *Certified Financial Consultant**1995 – 1997*

- Licensed and specialized in providing the world's leading financial products and services to individuals and businesses; assisted in developing personal financial plans for families and managed hundreds of personal and business accounts and over \$50M in assets.

**United States Navy**, Domestic and International Locations, *Naval Officer**1986 – 1995*

- Completed flight officer training ranked number one in the class; designated as Naval Flight Officer, F-14 Tomcat Fighter Jet (1,000+ hours and 100+ carrier landings).
- Chosen to represent fighter squadron at Navy's prestigious "Top Gun" Fighter Weapons School; developed and implemented fighter weapons and tactical training resulting in improved squadron readiness during wartime operations (Desert Shield and Desert Storm).
- Held various leadership, operational, maintenance and training positions throughout Naval career; routinely ranked as the squadrons' number one junior officer and awarded multiple military achievement awards and decorations for improving squadron operational readiness.
- Subject Matter Expert on F-14 Tomcat's air-to-air, air-to-ground and tactical reconnaissance and aerial video / photography platforms.

**Atlanta Area Basketball Official Association (AABOA)**, Atlanta, GA*2004 – Present*

- Officiate the sport of basketball at all levels; recreational, youth, high school and college.
- Awarded "Rookie Official of the Year", Atlanta Area Basketball Officials Association.
- Annually selected to officiate Georgia High School Association Basketball Regional and State Tournaments.



# STEPHEN BRIAN SIRMANS

██████████ • Lakeland, Georgia 31635 • ██████████ home • ██████████ cell  
████████████████████

## OBJECTIVE

To serve my community and my state in a way to help foster respect for our government and to further the principles that make our democracy a shining example for others to follow. I want to help make a lasting impact on education in Georgia with a primary goal of leading by serving others.

## EMPLOYMENT

### **Educator/ Department Chair**

2008 – Present

Lanier County High School, Lakeland, Georgia

*Responsibilities included teaching American History, American Government, Economics, and World History and serving as Department Chair. I have taught in the regular education classroom, the Honors level and the Advanced Placement level. I am Gifted Certified, Advanced Placement Certified and I have three years of experience with teaching the Move on When Ready Program with Wiregrass Georgia Technical College.*

### **Educator**

2005 – 2008

Coffee High School, Douglas, Georgia

*Responsibilities included teaching American History, American Government, Economics, and World History. I have taught in the regular education classroom, the Honors level and the Advanced Placement level. I am Gifted Certified as well as Advanced Placement Certified.*

### **Intern with United States Senator Zell Miller**

2002

United States Senate, Washington, DC

*Responsibilities included field research on assigned topics, assisting office staff with day-to-day operations, maintaining and storing constituent files, and assisting the Senator's staff during meetings.*

## EDUCATION

- Education Specialist Degree, Teaching and Learning  
Education Administration Certification  
Valdosta State University, 2010  
2017
- Masters Degree in Foundation of Education  
Troy State University, 2006

## STATE AND NATIONAL AWARDS, HONORS, AND OTHER EXPERIENCES

- Georgia Council for the Social Studies, *State Board of Trustees Board Member*, 2019-2022;  
*Gwen Hutchinson State Teacher of the Year*, 2015-2016
- Advanced Placement – The College Board, *United States Government AP Exam Reader*, 2008-present
- Literacy Design Collaborative, *Published Module Author, Workshop Presenter, and national Southern Regional Education Board Conference Presenter*, 2015
- Horace Mann, *Abraham Lincoln Fellowship*, 2012
- George Washington's Mount Vernon Teacher Workshop, *Teacher Fellow* 2016
- C-SPAN, *Campaign 2008 Educators Conference*, Washington, DC
- World Strides Student Travel Program Leader, Washington, DC, New York City, Philadelphia, 2016 and 2018;  
Washington, DC, New York City, 2014; Washington, DC 2012
- Georgia Association of Student Councils, *State Advisor of the Year*, 2012;  
*State Officer Advisor*, 2012-2013, 2015-2016
- Governor's Honors Interview Committee, 2011-2013
- National Endowment for the Humanities, *James Madison and the Constitution Fellowship*, 2011
- We the People: The Citizen and the Constitution, *State Judge*, 2006-2010; *Navajo Nation Experience*, 2010;  
*Representative Democracy in America Conference*, 2009; *John Marshall Fellowship*, 2009; *Mentor Teacher's Conference*, 2009; *State Scholarship Teacher Ambassador*, 2007
- Veterans of Foreign War, *Georgia State History Teacher of the Year*, 2008
- State Social Studies Fair Judge, 2011



## COMMUNITY AND SCHOOL AWARDS, HONORS, AND OTHER EXPERIENCES

### LAKELAND – LANIER COUNTY

- Lakeland-Lanier Chamber of Commerce, *Board Chair, 2018; Board Member 2012-present; Leadership Lanier Class of 2008*
- Lanier County Historical Society, *President 2010-2013, 2017-2018; Vice-President 2009*
- Lanier County Board of Registrars, *Chief Deputy Registrar, 2009-2010*
- American Red Cross Volunteer, *1997-present*
- Lakeland Church of God Youth Director, *2008-present*
- Lanier County Republican Party, *Chairman, 2013-present; Secretary-Treasurer, 2010-2012*

### COASTAL PLAINS RESA

- Aspiring Educational Leader Cohort, *2018-2019*
- Course Alike Professional Learning Communities Cohort, *2018-2019*

### LANIER COUNTY HIGH SCHOOL

- Excellence in Pedagogy Award, *2014, 2016*
- PAGE STAR Teacher, *2015*
- Blackwater Writing Project, *Legislative Liaison, 2009-2010; Fellow, 2009*
- Social Studies Department Chair, *2011-present*
- Professional Learning Communities (PLC), *Lead Teacher, 2016-2018*
- Student Council Advisor, *2008-present*
- District Sick Leave Bank Committee Chairman, *2014-present*
- Georgia Licensed School Bus Driver, *2016-present*
- Lanier County High JV Baseball, *Assistant Coach 2017*
- Lanier County Middle School Baseball, *Head Coach, 2017 and 2018; Assistant Coach, 2016*
- Lanier County Middle School Football, *Assistant Coach 2017*
- Aspiring Educational Leader Cohort, *2018-2019*
- Georgia Professional Standards Commission, *2019 - 2022*

## REFERENCES

### Jason Shaw

Public Service Commissioner  
244 Washington Street, SW  
Atlanta, GA 30334

cell

### Reada Hamm

Principal, Lanier County High School

Lakeland, GA 31635

cell

### Anita Watson

Superintendent, Lanier County Schools

Lakeland, GA 31635

### Donovan Head

Governor's Office of Student Achievement  
952 Twin Towers East  
Atlanta, GA 30334

donovan.head@gosa.ga.gov

### Keith Stone

Secretary of State's South Georgia Office  
238 2<sup>nd</sup> Street East  
Tifton, GA 31794

cell

### Wendy Moore

Leadership Lanier Coordinator

Naylor, GA 31641

cell



# **CALANDRIA OWENS**

Austell, GA

## **Professional Summary**

- Skilled behavioral health clinician professional with 7 years of psychology knowledge in the behavioral health community.
- Utilizes valued skills, excellent problem-solving and creative conflict resolution skills, to help clients navigate decisions, process life transitions and balance daily circumstance.
- Equipped and ready to share and gain knowledge within the psychology and MFT communities.
- Knowledgeable in various skills like team building, client rapport and effective client results.
- Excellent research, analytical, organizational, verbal and written communication, and interpersonal skills.
- Able to work in a fast paced environment independently or as a team.

## **Education**

**Northcentral University Online**, Masters of General Marriage and Family Sciences (MFT), Anticipated Degree 06/2020

**American Public University Online**, Bachelor of Science in Psychology, 2014

**Certification:** Family Studies

**TESOL Certification**, Awarded May 2019

## **Professional Affiliations & Training**

- Georgia Marriage and Family Therapy Association
- Prepare/Enrich Facilitator, Awarded April 2017
- Crisis Prevention Institute Nonviolent Crisis Intervention (CPI)
- Think: Kids Collaborative Problem Solving (CPS)
- Evidentiary Family Restoration (EFR)

## **Employment Experience**

The Parenting Center Inc., Atlanta, GA

Sept 2014 - Present

### **Clinical Operations Manager**

- Collect and evaluate clinical intake information given by clients
- Assisted in the determination of appropriateness for admission to the facility based on independent discretion and knowledge of MAST criteria
- Assisted the Supervisor/CEO with conducting and interpreting clinical assessments
- Perform Case Management task to maintain efficient processing of documents
- Administered Psychoeducational Courses one on one and group session to clients
- Design and Administer Workshops for parenting and substance abuse for community based groups.



SGH Consulting and Supportive Services, Atlanta, GA

Sept 2017 - Jan 2019

### **Vocational Rehabilitation Consultant (Remote Contractor)**

- Provided vocational and rehabilitative services to individuals with disabilities to help them prepare for, secure, regain or retain employment
- Performed assessment services for vocational rehabilitation, employment services, IQ and psychosocial Rehabilitation for a minimum of 5 people weekly
- Provided one-on one Counseling for the clients
- Case Management and Community Support to clients with individual disabilities
- Performed telecommunications specialist duties to include phone service assistance and technical support for documentation handling, maintained daily schedules and inputted data into database system

### **Youth Villages Inner Harbor, Douglasville, GA**

Sept 2016 - Feb 2017

Teacher Counselor

- Assisted emotional and behavioral troubled children and their families in residential psychiatric life
- Maintained keen awareness of unusual behavior & crisis (e.g., disturbances, AWOL, suicide attempts) to prevent and take appropriate action per Youth Villages guidelines.
- Implemented treatment plans with youth and their support systems via visits and family therapy sessions
- Used de-escalation and conflict resolutions to teach the youths emotional management
- Conducted group and one-on-one counseling services to youth

### **Community Service & Volunteer Experience**

- Georgia PTA Vice President of Events and Fundraising for International Academy of Smyrna September 2017- Present
- Teach Anger Management at Fulton County Superior Courthouse started in July 2015 – Present
- Intake Coordinator at Must Ministries in Smyrna, GA started in December 2015 – September 2016. As an intake coordinator, I collected sensitive information from clients to determine eligibility for service.

### **Professional References**

Travis Frazier, Forensic Counselor, Contact Info: [REDACTED]

Reginal Chatman, Program Manager, Contact Info: [REDACTED]



### **Summary**

- Dedicated public servant; USNR (Ret)
- Strategic thinker with ability to execute
- Diverse management, engineering and operations experience
- Excellent written and verbal communicator with leadership in non-profit, municipal and federal government organizations
- Able to analyze complex situations and derive sound conclusions within a stakeholder context
- Organized executive able to work independently or under the direction of others to meet deadlines

### **Education**

Norwich University; Masters of Public Administration - 2009

University of Rhode Island - 1996-97

- National Environmental Policy Act, Admiralty Law, and Psychology

Defense Systems Management College - 1996-97

- Systems Acquisition Management

Naval Nuclear Power School; Orlando, FL - 1992

US Naval Academy; Annapolis, MD; BS Engineering 1991

Oxford College of Emory University; Covington, GA; 1986-87

Samuel Elbert Christian Academy; Elberton, GA 30635; 1986

### **Work Experience**

- 1/17 – present Senior Engineer, North American Electric Reliability Corporation
- Program lead for Organization Certification in North America
  - Compliance Investigator
- 5/13 –12/16 Director of REMG Coordinated Activities, Regional Entity Management Group
- Provided leadership and support to 9 CEO's in enterprise program development and administration
  - Established sound working relationships and cooperative arrangements with stakeholder organizations across North America
- 4/07-5/13 Director of Reliability Services, SERC Reliability Corporation
- Directed the development and successful execution of SERC's delegated functions with input from SERC members and stakeholders, federal and state regulators, other regional entities, and NERC.
  - Lead outreach and communication activities on matters related to the reliability of the bulk power system.
- 3/01-4/07 Engineer / Lead Operator, Southeastern Power Administration
- Served as technical advisor to the Administrator on electric reliability policies and standards compliance
  - Lead the Southeast Federal Power System 24x7 Operations Control Center
- 8/99-3/01 City Engineer / Assistant to City Manager, City of Elberton, Elberton, GA 30635
- Served as Electric Superintendent for 4500-meter, municipal electric system



- Supervised and directed the activities of the Electric Division having revenues in excess of \$19M annually
- 1/98-8/99      Manufacturing Project Engineer, The Torrington Company, Elberton, GA
- Designed automated assembly machines & tooling for the automotive industry
- 5/91-12/97      Officer, United States Navy
- 1/96-12/97      Project Officer, Naval Undersea Warfare Center, Newport, RI:
- Coordinated government and private industry efforts to install and test advanced technology projects aboard operational submarines.
- 2/93 - 12/95      Engineering Division Officer, *USS ALABAMA*; Bangor, WA:
- Controlled the full-spectrum operation, repair, and maintenance of an S8G nuclear reactor and associated systems as *Engineering Officer of the Watch/Engineering Duty Officer*.

**Additional Experience**

- Chartered Organization Representative at NE Georgia Council Boy Scouts of America
- Treasurer, Elbert County Foundation (community 501(c)3)
- County delegate, GA republican party 2016
- Board of Trustees, Elberton First United Methodist Church 2010-2016
- Served on Sen Saxby Chambliss' Academy nominations board 2010-2014
- Served as Area Coordinator for the Naval Academy Information Program for the state of GA (outside metro Atlanta) 2003-2013
- Lead an international (Canadian and US) team to develop a new regulatory process to excuse certain facilities from compliance with reliability standards even though they fall within FERC's regulatory jurisdiction, 2012
- Served as Chairman of the Elberton-Elbert County Hospital Authority 2001-2007
  - 52-bed, rural hospital with \$37M annual budget and 165 employees
  - Financial Performance/Facilities Development Committee
  - Service Excellence/Marketing Effectiveness Committee
- Leadership Georgia Alumnus, 2001



# CHARLES WOOLBRIGHT, JR.

FRONT END/HTML5/CSS3  
RESPONSIVE WEB DESIGN  
PHP/UI/UX  
JAVASCRIPT/JQUERY  
MICROSOFT OFFICE

PHOTOSHOP  
ILLUSTRATOR  
INDESIGN  
DREAMWEAVER  
AFTER EFFECTS/PREMIERE  
FLASH

CREATIVE DIRECTION  
CONCEPT DEVELOPMENT  
PHOTOGRAPHY DIRECTION  
TYPOGRAPHY  
VIDEO/SOUND DESIGN

## PROFESSIONAL EXPERIENCE

MOBILE GLASS BLOWING STUDIOS, LLC.

08.2017 – 05.2019

### SHIPPING COORDINATOR

- Order Fulfillment
- Customer Relations
- Workshop Teaching Assistant

HARDISON AND COMPANY

04.2012 – 10.2014

### MANAGER OF DESIGN AND ART DIRECTION

- On call Designer/Art Director for various publications encompassing print, digital, and multimedia designs.
- Member of multiple successful new business development approaches.

ZALES JEWELERS

06.2002 – 05.2010

### ASSISTANT MANAGER

- Store Operations Manager.
- Financing Coordinator.
- Inventory Control and Purchasing Maintenance.
- Clientele and Event Coordinator.

THE NATIONAL GRITS FESTIVAL

02.2004 – 05.2012

### FRONT END DEVELOPER AND MULTIMEDIA ART DIRECTION

- Multimedia Art Director and Web Developer for Nationally recognized festival.
- UI and UX development and maintenance.

CALLTECH COMMUNICATIONS, LLC.

02.2000 – 05.2002

### SUPERVISOR, TRAINING MANGER, DATABASE DEVELOPER

- Art Direction and Database Director for agent and client support service.
- Graphic Design for development and support issue resolution.
- Agent Support and Interaction manager.

PETERSON BROADCASTING

04.1995 – 02.2000

### BROADCAST PRODUCTION, PROGRAM DIRECTION AND MANAGEMENT

- Production and commercial development.
- Public Service Director.
- Mobile Production Coordinator.

## EDUCATION

GEORGIA SOUTHWESTERN STATE UNIVERSITY  
BFA IN FINE ARTS

OBTAINED 2012



# CHRISTIAN KESSLER

Flowery Branch, GA 30542 ·

· <https://www.linkedin.com/in/christian-kessler-268ba93>

Over 35 years of helping companies get the most out of their call centers. Using both industrial standards, as well as some creative solutions.

## EXPERIENCE

JUNE 2018 – PRESENT

**LEAD Cisco UICME Development and Support Engineer**, INDEPENDENT CONTRACTOR

OCTOBER 2010 – MAY 2018

**LEAD CISCO UICME DEVELOPMENT AND SUPPORT ENGINEER**, GLOBALCX

FOR CAPITAL ONE FINANCIAL

Responsible for the design, development, testing, implementation, and third Level production support of high value changes to Cisco UICME, Avaya and Aspect contact center sites for a Major US Financial Institution

- Lead Application Architect on a 1,000 seat UCCE deployment with ICM to ICM gateway integration with existing ICM call routing, Call Studio application, and database lookup
- Lead Developer responsible for Move, Adds and Changes within Cisco UICME, Avaya, Aspect, and Nortel contact center sites
- Responsible for managing team and participating in support rotation for 3<sup>rd</sup> level production support of the 24x7x365 contact center handling 2 million calls daily
- Responsible for the modular and scalable application architecture of Cisco UICME routing scripts to enable fast and accurate changes supporting multiple critical business units with rapidly changing business intent
- Support migration of Cisco UCCE and Avaya agents to Amazon Connect.

OCTOBER 2010 – PRESENT

**MASTER CISCO UCCE / CVP CONSULTANT & ARCHITECT**, GLOBALNET FOR MULTIPLE CISCO ATP PARTNERS

Senior Architect responsible for providing Cisco Unified Contact Center Enterprise (UCCE) and Cisco Unified Customer Voice Portal (CVP) Architecture, Design Development, Configuration and Deployment for North American partners

- Work with partners through North America and provided pre-sales discovery and support
- Provide Cisco UCCE / CVP implementation planning and design
- Provide lead design and support for several complex CVP builds for Canadian clients, with supporting up to 5 languages and database lookups
- Create custom CUI reports, templates and formulas for several partners and clients



JANUARY 2008 – OCTOBER 2010

**SENIOR CALL CENTER ARCHITECT, TIVERTY FOR INTERNAL REVENUE SERVICE**

Senior Architect responsible for leading complete UICME Systems Optimization Project, refactoring 800+ scripts to less than 100 using modular parameter-based routing, including designing, testing, and documenting almost 200 user functions

- Principal resource providing mentoring and coaching to technical and operation resources
- Additional responsibilities include third level troubleshooting of Cisco UICME (Central Controllers and Peripheral Gateways), Cisco CVP, writing SQL queries for troubleshooting and reporting and providing architectural guidance to the scripting team

JANUARY 2003 – DECEMBER 2007

**DIRECTOR OF TELEPHONY SOLUTIONS, EARTHLINK**

Responsible for tactical and ongoing technical operation of a worldwide call center voice technology environment

- Lead vendor selection process to replace a company's toll-free provider
- Responsible for the architecture and deployment of contact routing strategies, call center technology functions, and voice network connectivity solutions
- Manage a team of telecommunication engineers in support of a worldwide call center enterprise
- Pioneered the design and directed the development and deployment of a new, highly complex Cisco Intelligent Contact Management (ICM) routing environment supporting custom CTI integration
- Deployed custom contact routing solution leveraging Cisco ICM and enhanced carrier network features

SEPTEMBER 2001 – JANUARY 2003

**ASSISTANT MANAGER, CLAREMORE REGIONAL AIRPORT**

Responsible daily operations for the FBO.

- Planned and worked on the annual Air Show
- Operational and financial reporting to the city

NOVEMBER 2000 – MAY 2001

**SENIOR CONSULTANT, EJIVA**

Perform as IT Infrastructure Consultant and Project Manager for Call Center strategic engagements

- Worked on developing a new consultant practice



**MAY 2000 – NOVEMBER 2000**

**SENIOR CONSULTANT, I.B.M**

Responsible for tactical and ongoing technical operation of a worldwide call center voice technology environment

- Worked on the Siebel ASP offering team performing as Offering Architect for the Siebel ASP offering
- Evaluated IBM Net Call Center product for interfacing with Siebel
- Established a prototype Siebel environment for testing Siebel with IBM's NT Hosting offering

**1994 – MAY 2000**

**SENIOR CONSULTANT, A.T. KEARNEY FOR MULTIPLE PRIVATE-SECTOR CLIENTS**

Perform as IT Infrastructure Consultant and Project Manager for Call Center strategic engagements

- Perform call center technology assessments and development of technology roadmaps for several Fortune 100 companies, including work in Europe and Brazil
- Partner with EDS and Sprint to deliver greenfield contact center with custom CTI integrations to mobile users, later extended solution to multiple contact centers
- Develop migration roadmap for very large (over 4,000 seat) retail client across 9 sites

**1979 – 1994**

**SENIOR COMMUNICATIONS ANALYST, AMERICAN AIRLINES**

Managed TFN call traffic for American Airlines 4,200 seat contact center across 6 sites

- Represent American Airlines for 10 years on AT&T's 800 network development committee
- Created the network logic to allow callers to route to any domestic Admiral Club for conference room reservations
- Implemented AT&T tariff 12 for American Airline, achieving an \$2,000,000 in savings
- Leverage AT&T contract to save an additional \$1,500,000 per year in usage fees
- Created a network of 14 call centers from 6 companies to handle 300,000 calls per day

## EDUCATION

**2005**

**BS IT MANAGEMENT, UNIVERSITY OF PHOENIX**

## SKILLS

- Seibel Core Consulting Class, 2000
- ITIL v3 Foundation, 2010
- Cisco CVP Developer Class, 2017
- Amazon AWS Architect Class 2018
- Agile Configuration and Scripting Processes
- CUIC customizations
- Modular Scripting and Lean Configuration
- FileMaker 16 Developer Class, 2017



# Christopher T. Sanders

## EDUCATION

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**TERRY COLLEGE OF BUSINESS, UNIVERSITY OF GEORGIA, ATHENS, GA**

*Master of Business Administration*

**RICHARDS COLLEGE OF BUSINESS, STATE UNIVERSITY OF WEST GEORGIA, CARROLLTON, GA**

*Bachelor of Business Administration, General Management*

**AMERICAN ENTERPRISE INSTITUTE, WASHINGTON D.C**

*Member of the Leadership Summit Network (Spring 2017 Cohort)*

**LEADERSHIP DEKALB, DECATUR, GA**

*Member of the 2018 Class*

## PROFESSIONAL EXPERIENCE

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**EAST METRO CID, ATLANTA, GA**

October 2016-Present

*Executive Director*

- Manage day to day operations of the community improvement district that includes establishing organizational structure and communicating to commercial property owners on the benefits of the CID.
- Attend events around the metro Atlanta area discussing the developments of the community improvement district.
- Develop and manage an annual budget of \$208K with developing strategic plans to expand in 2019.
- Conduct quarterly Board of Directors meeting with a seven-member board on the daily developments of the CID.
- Work with governmental entities such as Georgia Department of Transportation, DeKalb County government, Atlanta Regional Commission, Decide DeKalb, and the City of Stonecrest.
- Manage off duty public safety initiative in the Wesley Chapel and Panola Road areas for increase safety for citizens which is roughly \$60K of annual budget.
- Switched landscaping contracts to local vendor with a savings of \$4K/yr.
- Completed landscaping installations totaling \$75K of CID investment.

**GEORGIA DEPARTMENT OF REVENUE, ATLANTA, GA**

September 2011-May 2016

*Assistant Director, Taxpayer Services Division*

December 2015-May 2016

- Managed operational units for division including Trust Tax, Income Tax, Quality Maintenance, and Taxpayer Resolution.
- Managed four direct reports with overall responsibility of hundred team members.
- Managed an annual budget of \$8M to include personal services, temporary staff, and vendor expenditures.
- Department of Revenue representative on the Georgia Occupational Regulation Review Council. Primary responsibility of the council is to review proposed licensing legislation. Previous reviewed legislation for Roofing Contractors, Lactation Consultants, and Disposable Medical Equipment suppliers.
- Legislative liaison for Taxpayer Services to the General Assembly to proactively develop operational change processes to handle pending legislation.
- Led operational process change project for the elimination of paper for Individual Income tax returns by 2018.
- Led culture change during the integration of the Taxpayer Service and Processing Center divisions. Emphasizing official division values of Trust, Customer Service, Integrity, Respect, and Change.

*Assistant Director, Processing Center*

September 2011-December 2015

- Responsible for Data Processing, Individual and Business Verification, Payment Resolution and Business Administration.
- Managed four managers, overall responsibility of sixty full time team members, with an additional forty temporary staff.
- Managed an annual budget of \$7M to include management of temporary staff budget and vendor expenditures.
- Managed the remote scanning rollout project to the regional offices to improve check depositing process.
- Worked with management team on individual growth plans through various coaching sessions and various learning opportunities.



- Presented to Commissioner and Division Directors KRONOS® Time Management System that lead to the agreed implementation in FY2013. Project shifted the agency from paper time sheets to electronic management system.
- Assisted in the development of the Georgia DOR new Mission Statement.
- Led DOR re-engineering project IRIS for improved efficiency for department which resulted in new work groups being formed and roles/responsibilities being clearly defined. Led to culture shift from a silo environment to one of Agency wide collaboration and cooperation.
- Department of Revenue representative on the Georgia Occupational Regulation Review Council which included reviewing proposed licensing legislation with Office of Planning and Budget and elected officials.
- Attended Southeastern Tax Administrators, Federal Tax Administrators, and FAST Revenue Agency Customer conferences.
- Worked with Taxpayer Services to streamline workflow processes that included the shift of GenTax work item responsibility.
- Re-invested \$2.5M back into the Processing Center by eliminating paper processing vendor contract.

## **GEORGIA PACIFIC, ATLANTA, GA**

August 2003-August 2011

### *Manager Business Information and Solutions, Bleached Board Division*

February 2011-August 2011

- Managed extensive clean up and standardization of the Customer Master Database.
- Managed the disposition process of off quality product.
- Assisted Director of Business Development with China POV and other global strategy work.
- Analyzed statistical data provided by AF&PA to monitor key industry developments such as substitution threats.
- Worked on different point-of-view presentations for senior management to show market developments.
- Worked closely with sales team to provide ad hoc reports, like customer/product analysis, and any marketing support such as providing sustainability information and Bleached Board customer collateral.
- Presented monthly presentations on grade/machine contributions, top 15 customers by volume per machine, and complete customer detail by machine view.
- Presented monthly industry information to sales force and directors that included Georgia Pacific vs. Industry point of view to understand current market share and market growth potential.
- Presented weekly industry information, gathered from AF&PA, covering industry production, unmade order backlog, and operating rates from the prior week.

### *Marketing Analyst, Bleached Board Division*

June 2008-February 2011

- Developed cost driver presentation for sales force to support price increases amounting to a total of \$150/ton.
- Identified flawed AF&PA reporting process that amounted to 14K tons of weekly, unreported order backlogs. Instituted internal, documented procedure as corrective action.
- Analyzed product line data that lead to the elimination of three product offerings; amounting to \$764K in cost savings.
- Satisfied market sustainability demand by collaborating with Legal, Communications, IT Departments, and outside label producers to get SFI Fiber Sourcing logos on product labels and documentation.
- Presented monthly presentations on grade/machine contributions, top 15 customers by volume per machine, and complete customer detail by machine view.
- Presented monthly industry information to sales force and directors that included Georgia Pacific vs. Industry point of view to understand current market share and market growth potential.

### *Account Representative/Outside Sales Associate, Containerboard and Packaging Division*

August 2003- May 2008

- Managed inventory and order flow for both internal Georgia Pacific box plants and outside independent paper converters amounting to shipments of 300K tons yearly of corrugated liner and medium.
- Acted as a liaison between production mills, box plants/independent converters, sales force, and management for customer related issues such as hot product requirements, quality complaints, and transportation mode changes.
- Moved 400 tons of zero load inventories that equated to \$208K of freed capital.
- Managed collaborative efforts between sales and operations to ensure that supply and demand remained balanced, as much as possible, by positively challenging customers and Sales Managers on product requests.
- Instituted peer order check procedure that lead to a 15% decrease in order entry errors which equated to \$300K cost savings.
- Helped A/R research and resolve issues that amounted to \$200K in uncollected revenue.



## **COMMUNITY INVOLVEMENT EXPERIENCE**

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### **REDAN HIGH SCHOOL, STONE MOUNTAIN, GA**

- Annual career day participant to discuss career history and provide life advice to high school students.

### **UGA TERRY COLLEGE OF BUSINESS, ATLANTA, GA**

- Participate in afternoon and evening information sessions held by the TCOB for potential students for the Terry Professional MBA programs.
- Participate in MBA fairs on behalf of TCOB to talk to potential students for the Terry Professional MBA programs.
- Featured alumni in current TCOB Professional MBA brochure and mentor to a Terry undergraduate student.
- Mentor two Terry undergraduate students as they prepare for life after college.

### **UNIVERSITY OF WEST GEORGIA, CARROLLTON, GA**

- Member of the Alumni Association Board of Directors to further mission of the university, connect with undergraduates, and to strengthen the West Georgia alumni base.
- Serve on the Student/Alumni committee which includes speaking at Admission Road Shows to potential students and participate in on campus activities to connect with current students.

### **BUCKHEAD CHURCH, ATLANTA, GA**

- InsideOut high school ministry small group leader which involves developing 10 high school Freshmen while they work their way through high school.
- Work one on one with each Freshman in the small group to facilitate mentor style relationship.
- Conduct weekly small group sessions to go over the message and address issues they are currently handling.
- Attend after school activities to show support and reaffirm positive relationship.



# Clifford L. Steagall, P.T.

██████████  
Alpharetta, Ga. 30009

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## EDUCATION

### **Georgia State University**

Bachelor of Science in Physical Therapy, June 1987

### **Young Harris College**

Associate of Science, June 1983

## AFFILIATIONS & CERTIFICATION

American Physical Therapy Association, Orthopedic Section

Georgia Board of Physical Therapists

California Board of Physical Therapists

Colorado Board of Physical Therapists

Idaho Board of Physical Therapists

National Strength and Conditioning Association

Certified Strength and Conditioning Specialist

Certified Ergonomics Assessment Specialist II

Certified Spinal Manipulation Therapist

Certified Dry Needling Specialist

Certified Osteopractor ©

## PROFESSIONAL EXPERIENCE

### **PCS Fitness, Inc.**

*Owner & President, March 2013-Present*

- *Own and operate concierge-based/PRN physical therapy practice.*

### **Lamonde Wellness, Inc. - PRN P.T.**

*March 2015- Present*

- *Provide Rehabilitation and Conditioning for Sports Medicine and Orthopedic population.*

### **NeuroSport/NeuroTour - PRN P.T.**

*February 2017 -Present*

- *Provide rehabilitation and strength training for the performing arts and in an outpatient clinic*
- *List of Tours for provision of care:*
  - *2018 -Just Mercy - New Film Production*
  - *2018 - Nine Inch Nails - Industrial Rock Tour*
  - *2018 - Finding Neverland - Off Broadway Theatre*
  - *2017 -Into the Woods - Broadway Theatre*
  - *2017 -Phantom of the Opera - Broadway Theatre*
  - *2017 -Stomp - Physical Theatre*



**Top Tier Sports Medicine - LPGA and Symetra Tours**

*January 2014 - October 2016*

- *Responsible for medical/rehabilitation/training implementation and care for the professional athletes of the LPGA Tour*

**Comp Health Traveling Physical Therapist**

*August 2013 - July 2019*

- *Assignment in Camarillo, California, with United States Health Works*
- *Lead P.T. in busy outpatient department for Kaiser*
- *P.T. in Concord, Ca. OP PT department*

**Habersham County Medical Center**

*Outpatient Rehabilitation Specialist & Outpatient Coordinator*

*Staff P.T., October 2004 - October 2011, July 2012 - March 2013*

*Director, April 2013 - July 2013*

- *Responsible for all outpatient care, education, marketing, industrial and sports medicine program development; procured satellite clinical settings*
- *HMC/PreCare contractual agreement for Johnson & Johnson Industrial Wellness Program*

**Bench Mark/ProTherapy Physical Therapy**

*Floater/Trainee for Area Director, April 2012 - June 2012*

- *Responsible for all outpatient care for multiple clinics, marketing, and training for the area director of North Georgia*

**CompHealth**

*Traveling Physical Therapist, October 2011 - January 2012*

- *Benewah Community Hospital Outpatient Physical Therapy*

**Career Staff Unlimited**

*Traveling Physical Therapist, February 2012 - April 2012*

- *First Assignment: Southern Orthopedic Specialists*

**Resurgens Rehabilitation**

*Director of Rehabilitation, January 2004 - October 2004*

- *Responsible for all outpatient care, operations management, and development of outpatient orthopedic clinic*

**Baptist Medical Center - Northside Hospital Forsyth**

*Lead P.T. and Rehabilitation Coordinator, August 2001 - December 2003*



- Responsible for staff supervision, marketing and project development, process improvement, and patient care in outpatient wellness

### **Steagall Physical Therapy and Wellness Center**

*Owner/Director, January 1999 - December 2003*

- Responsible for all operations management, marketing, and patient care using multi-discipline wellness
- Services provided include exercise therapy, physical therapy, wellness therapy, and the development of personalized training programs

### **Chalcedon School**

*Athletic Director, June 2000 - June 2003*

- Served as a special consultant who developed the school's athletic program, including sports training, conditioning, and general health instruction.
- Empowered students to pursue total wellness through cultivating their best physical/mental performance.

### **Rehabworks**

*State Director of Georgia, April 1997 - December 1998*

- Responsible for all operations management and development of multi-discipline rehabilitation clinics for the state of Georgia.
- Responsible for the operations coordination, management, and marketing of all REHABWORKS clinics throughout the state of Georgia, as well as the procurement of additional clinics for the network.

### **American Mobile Therapists**

*Traveling Therapist, Converse County Memorial Hospital, October 1996 - February 1997*

- Responsible for patient care in administrative and supervisory roles
- Responsible for program development in athletics and industrial settings (focus on outpatient acute care and SNF settings)
- Temporary assignment in Douglas, Wyoming

### **Pinnacle Rehabilitation/Lanier Park Regional Hospital**

*Assistant Administrator, May 1994 - March 1996*

- Assisted in the management of the hospital's daily administrative activities and inpatient/outpatient services
- Responsible for providing patient care in both inpatient and outpatient settings, as well as for the hospital's marketing and development in Northeast Georgia

### **Physical Therapy Clinics of Georgia/Rockdale Hospital**

*Director of Physical Therapy, May 1992 - May 1994*

- Oversaw inpatient, outpatient, and sports medicine patient care

### **Physical Therapy Clinics of Georgia/Spalding Regional Hospital**

*Director, April 1991 - May 1992*



- Same as Rockdale Hospital and outpatient center responsibilities highlighted above

**North Fulton Regional Hospital**

*Sr. Physical Therapist, November 1988 - April 1991*

- Responsible for patient care in outpatient, orthopedic, and sports-related injuries

**Saint Joseph's Regional Hospital**

*Staff Physical Therapist, June 1987 - August 1988*

- Responsible for treatment modalities in acute care, wound care, cardiopulmonary joint replacement, and all surgical specialties

***References and a list of continuing education courses are available upon request.***



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**PROFESSIONAL EXPERIENCE**

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**MOBILIZATION OFFICER (GS-13) | Installation Management Command (IMCOM), San Antonio, TX | 2013 to 2016**

Serves as the command's lead in providing leadership and control (C2) or Army Staff Level Command/Region's HQs, who in turn provide command and control for Army Garrisons/Installations worldwide responsible for executing Base Operations (BASOPS); Training Support; and Mission Readiness Operations to support USAREUR; EUSA; USARPAC; FORSCOM; TRADOC and MEDCOM. Provides operations and mobilization support services to IMCOM HQs and six Regional Offices, DRUs and installations. The operations support services include operating in the IMCOM Emergency Operation Center. Serves as the decision-maker for Support Base Services contract for IMCOM sustaining base installations. Provides ARSTAF, Mission Installation Contracting Command (MICC) and IMCOM leadership with recommendations that are logical, accurate, and complete.

- Executive Officer and team lead on FORSCOM Inspection Team responsible for the mobilization, deployment, demobilization, and redeployment operations. Cost avoidance of \$26.7M and helped develop new mobilization policy for Department of the Army.
- I supervised the IMCOM Contingency-Active Duty for Operational Support (CO-ADOS) reduction plan for six Force Generation Installations (FGI). \$37.6MI (45%) reduction of ADOS
- Developed the Tour of Duty OPOD enterprise approach to validate, announce, and manage all IMCOM CO-ADOS positions worldwide. IMCOM has 433 Soldiers across 4 Regions performing all common levels of support.
- Lean Six Sigma Black Belt project leader responsible for the reduction of process cycle time for military manpower to fill critical positions on FGIs. I reduced the IMCOM PCT by 25%.

**CHIEF, EXPEDITIONARY COMMAND TEAM | Installation Management Command (IMCOM), San Antonio, TX | 2012 to 2013**

Responsible for operations, management, and logistical support in the ECT. Provides leadership to 10-15, senior non-commissioned officers, and managed a budget and resources over 36K. Conducts independent analysis, research analysis, and assessment on matters affecting Army policies, programs, and the well-being of Soldiers, Civilian Component, and Contractors. Manage for IMCOM the United States Forces – Afghanistan Base Operations Support Integration (BOS-I) for two strategic hubs in Afghanistan – Bastion/Leatherneck (BLN) and Bagram Airfield (BAF).

- Selected to serve as Chief, ECT, which is a Colonel billet (O-6). Single handily developed the ECT to handle Expeditionary Operations, which is a new, rapidly emerging mission for the Army.
- Chief, supervised a strategic cell responsible for sourcing two strategic hubs in Afghanistan. I have identified and managed budget requirements for BOS-I Operations and Mobile Training Teams. I executed flawless rotations.
- Leveraged operations, staff leadership, and selected source selection board members to provide Acquisition leadership with recommendations that were accurate, logical, and complete. Cost avoidance of \$6.5 mil.
- Superbly planned, programmed and developed the logistical, personnel and operational requirements for the BOS-I and Tour of Duty (TOD) programs for Active Duty 3-Star HQ.

**WESTERN HEMISPHERE POLICY INTEGRATOR | Secretary of Defense, Counternarcotics, Counterproliferation, and Global Threats, Arlington, VA | 2006 to 2007**

Devised and delivered DoD's collective counternarcotic strategies and program leadership, incorporated AC/RC component employment in program activities in the United States, Mexico, Canada, and the Horn of Africa. Advised on critical factors that affected the planning and future of DoD counternarcotics policies. Completed independent research/analysis on proposed strategies, planning, and operational deployments (international/domestic) as well as special operations before presenting for approval.

- I briefed DoD's input to the FY07 Drug strategy at the White House Office of National Drug Control Policy; superior communicator. I was entrusted with inserting DoD's contributions to the National Southwest Border Counternarcotics Strategy.



## CLIFFORD E. LOVEJOY

- Personally, briefed the Principal Deputy Undersecretary of Defense on multiple complex and short-fused counterdrug missions securing his approval for over 25 domestic Counternarcotics missions: 100% approval rate.
- I have reviewed daily proposed policies, plans, and operation deployments, which are inextricably linked to GWOT in general, and Narcoterrorism that influenced strategy and operations.
- I drafted and coordinated OSD implementing guidance for DoD and Presidential level policies and executed all counternarcotic deployment/operation missions; that included law enforcement agencies, joint staff, special operations, and interagency mission execution.
- Policy integrator performing independent analysis and research at the National level; met and exceeded all complex requirements.
- Supervised the planning, development, and execution of the Worldwide Counter-Narcoterrorism Conference; updated interagency counternarcotics strategies: Superior results.

### STRATEGIC PLANNER | Pentagon, Arlington, VA | 2000 to 2002

Served as a strategic planner in the Army Initiatives Group, a vital cell working directly for the DCS, Operations, and Plans. Conducted independent research, management analysis reviews that influenced policy decisions affecting national security strategy, emerging doctrine, global mobilization, and plans and operations. Initiates and coordinates the development of innovative ideas, procedures, processes, methods, or approaches of substantial scope, difficulty, and complexity. Served as team lead and member of the Crises Action Team in the Army Operations Center. Certified and experienced with JSCPS, WWMCCS, GCCS, JOPES, WIAS, PACMERS, DMMS, and C2PC systems.

- Significantly instrumental in high visibility efforts involving Army Transformation planning, continuous improvement issues, and program integration. Responsible for performing SMA's "blue chip" programs.
- Ideated innovative concepts, procedures, processes, and approaches in short- and long-range strategic planning, development, and deployment of Army Transformation.
- I have completed numerous quick-reaction studies and analysis of multiple sources throughout the Army and other external organizations that provided reliable intelligence.
- Traveled the Globe as the Army's top enlisted subject matter expert working Strategic Planning and Army Transformation issues; feedback used to influence important policy decisions.

### EARLY CAREER

#### FORCE READINESS, SERGEANT MAJOR | Pentagon, Arlington, VA | 1999 to 2000

Served as a primary action officer and leader in reviewing and coordination of HQDA (Headquarters Department of the Army) response to official Congressional inquiries from the House and Senate Armed Services Committees in fiscal, equipment, readiness, operations, mobilization, and contingency planning. Managed \$3M worth of classified real property. Team leader and member of the Crises Action Team in the Army Operation Center. Experienced with SIPRNET IASO duties, accreditations, and proper security.

- Develops issues books to prepare Director for questions from a member of Congress and conducts required preparatory sessions to ensure Director is fully prepared to appear before the military oversight committee or members of Congress.
- Participates in the preparation of congressional testimony for the Chief of Staff, Army and attended selected committee sessions. Fully coordinate statements through ARSTAF, JCS, and OMB.
- Translates operations and plans guidance into executable mission requirements through development and dissemination of Operation Orders (OPORDS) and Execution Orders (EXORDS).

#### PROGRAM MANAGER | U.S. Army, Fort Belvoir, VA | 1995 to 1999

Manages the execution for the Command Training Guidance, Organizational Inspection Program, Reserve Affairs (ROTC/JROTC) programs, and Army Schools program. Manage 12 military training areas (17,000 acres) and six training facilities. Oversees range and training area operations to include developing contracts and writing statement of works, planning for maintenance and improvements, to include major and minor renovations, and conducts periodic inspections to ensure implementation.

- Plans manage and supervise the mobilization, deployment, demobilization and redeployment operations for Fort Belvoir and its tenants.
- Serves as Resource Manager, monitored the execution of the approved operating budget for OMAR and OMA funding, and certified the availability for commitments. I have exercised budget control through review and approval of the obligation of funds and authenticated all military TDY orders for the installation.
- Supervise the Installation ammunition program, and indoor medium bore rifle/pistol range on strategic base.





- I Supervised 20-25 professional personnel directly and through subordinate supervisors. Select, review, and approve the selection and hiring of staff. Establish performance standards and reviews and write accurate job descriptions.

EDUCATION

M.S., Emergency and Disaster Management – Saint Leo University, Saint Leo, FL – In progress (full-time)  
B.A., Sociology (Applied & Clinical & Diversity Inequality)– Saint Leo University (Gwinnett Center), Saint Leo, FL – 2018

PROFESSIONAL TRAINING/CERTIFICATION

Sexual Harassment/Assault Response and Prevention, Department of the Army, 80 hrs.  
Lean Six Sigma Black Belt (SSBB), Department of the Army, 120 hrs  
Executive Level, Combined Federal Campaign, Georgetown University, 40 hrs  
Antiterrorism Program Manager, U.S. Army Military Police School, 80 hrs.  
Conventional Physical Security/Crime Prevention, U.S. Army Military Police School, 80 hrs.  
Army Management Staff College Personnel Management Executives-I, 72 hrs.  
Army Management Staff College Sustaining Base Leadership Management, 480 hrs.  
Organizational Leadership for Executives, Army War College, 80 hrs.  
Resource Management Budget Course, U.S. Army Finance School, 80 hrs.  
U.S. Special Operations Command – Joint Special Operations Forces (JSOF), 40 hrs.  
Army Force Management Course, U.S. Army Force Management School, 160 hrs.  
Planning, Programming, Budgeting and Execution, U.S. Army Finance School, 80 hrs.  
Joint Operation Planning & Execution Systems, U.S. Transportation Command, 40 hrs.  
Army Global Command and Control System, Strategic and Theater Command, 40 hrs.



## PROFESSIONAL EXPERIENCE

- THE COCA-COLA COMPANY** Atlanta, GA April 2014 – present  
**SENIOR DIRECTOR, RISK ASSESSMENT CENTER OF EXCELLENCE**  
*Global Scientific and Regulatory Affairs*
- SC JOHNSON AND SON, INC.** Racine, WI and Shanghai, China July 2010 – April 2014  
**DIRECTOR, ASIA PACIFIC SAFETY ASSESSMENT AND REGULATORY AFFAIRS** (Aug 2011 – April 2014)  
*Global Safety Assessment and Regulatory Affairs Division (GSARA), Shanghai, China*  
**SENIOR SECTION MANAGER, PRODUCT SAFETY** (July 2010 – July 2011)  
*Global Safety Assessment & Regulatory Affairs Division, Racine, WI*
- RJ REYNOLDS TOBACCO COMPANY, INC.** Winston-Salem, NC Feb 2006 – July 2010  
**SENIOR MANAGER, METHODS OF TOXICOLOGICAL ASSESSMENT, PRODUCT INTEGRITY**
- NATIONAL CENTER FOR FOREIGN ANIMAL AND ZOO NOTIC DISEASE DEFENSE** Nov 2004 – Feb 2006  
*A U.S. Department of Homeland Security University Center of Excellence*  
**COORDINATOR FOR EXTERNAL AFFAIRS / RESEARCH SCIENTIST**  
*Texas A&M University, College Station, TX; University of California, Davis, CA*
- UNITED STATES NAVY** Dec 1997 – Dec 2004  
**ACTIVE DUTY COMMISSIONED OFFICER AND TOXICOLOGIST**

## EDUCATION / CREDENTIALS

Doctor of Philosophy in Toxicology, Texas A&M University, College Station, TX  
Bachelor of Science in Biochemistry, Texas A&M University, College Station, TX  
Fellow, Academy of Toxicological Sciences (2019 – present)  
European Registered Toxicologist (2016 – present)  
United Kingdom Register of Toxicology (2016 – present)  
Diplomate, American Board of Toxicology (2001 – present)  
Certified Hazardous Materials Manager (1999 – 2015)

## SELECTED PROFESSIONAL ACTIVITIES

2019 – present	Editorial Board, <i>Toxicology Research and Application</i>
2018 – present	President, The Toxicology Forum
2018 – present	Chair, Joint Institute for Food Safety and Applied Nutrition Advisory Council
2017 – 2019	Councilor, Food Safety Specialty Section, Society of Toxicology
2016 – 2018	Vice President, The Toxicology Forum
2016 – 2018	Co-chair, JIFSAN Symposium Planning Committee
2015 – present	Advisory Council, Joint Institute for Food Safety and Applied Nutrition (JIFSAN)
2015 – present	Board of Directors, The Toxicology Forum
2011 – present	Industry Advisory Council, Professional Program in Biotechnology, Texas A&M University
2015 – 2017	Councilor, International Society for Regulatory Toxicology and Pharmacology
2012 – 2014	Globalization Committee, American Board of Toxicology



2006 – present	Society for Risk Analysis
2002 – 2005	Society of Toxicology Task Force on Chemical and Biological Terrorism Preparedness
1994 – present	Society of Toxicology
1999 – 2000	Tri-Service Toxicology Consortium Steering Committee
1999 – 2000	Environmental Advisory Board, City of Dayton, Ohio

## ACADEMIC APPOINTMENTS

Adjunct Associate Professor, Department of Environmental & Occupational Health Texas A&M University Health Science Center, College Station, TX	2005 – present
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Adjunct Professor, Integrated Toxicology and Environmental Health Program Duke University, Durham, NC	2008 – 2011
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Adjunct Assistant Professor, Department of Preventive Medicine & Biometrics Uniformed Services University, Bethesda, MD	2000 – 2003
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## PUBLICATION HISTORY

### PEER-REVIEWED ARTICLES AND BOOK CHAPTERS

1. K.M. Marano, Z.S. Naufal, S.J. Kathman, J.A. Bodnar, M.F. Borgerding, **C.L. Wilson**. Arsenic exposure and tobacco consumption: biomarkers and risk assessment. *Regul Toxicol Pharmacol* 64: 225-32, 2012.
2. K.M. Marano, Z.S. Naufal, S.J. Kathman, J.A. Bodnar, M.F. Borgerding, C.D. Garner, **C.L. Wilson**. Cadmium exposure and tobacco consumption: biomarkers and risk assessment. *Regul Toxicol Pharmacol* 243-52, 2012.
3. J. Xie, K.M. Marano, **C.L. Wilson**, H. Liu, H. Gan, F. Xie, Z.S. Naufal. A probabilistic risk assessment approach used to prioritize chemical constituents in mainstream smoke of cigarettes sold in China. *Regul Toxicol Pharmacol*. 62: 355-62, 2012.
4. Z. Naufal, S. Kathman, K. Marano, and **C.L. Wilson**. Differential levels of biomarkers of exposure among non-consumers of tobacco, consumers of oral tobacco products, and cigarette smokers in the National Health and Nutrition Examination Survey 1999-2008. *Biomarkers* 16: 222-35, 2011.
5. S. Kathman, R. Potts, P. Ayres, P. Harp, **C.L. Wilson**, C. Garner. A Bayesian statistical analysis of mouse dermal tumor promotion assay data for evaluating cigarette smoke condensate. *Regul Toxicol Pharmacol*. 58: 106-13, 2010.
6. Z. Naufal, S. Kathman, and **C. Wilson**. Bayesian derivation of an oral cancer slope factor for 4-(methylnitrosamino)-1-(3-pyridyl)-1-butanone. *Regul Toxicol Pharmacol*. 55: 69-75, 2009.
7. **C. L. Wilson**, J.A. Bodnar, B.G. Brown, W.T. Morgan, R.J. Potts, M.F. Borgerding. Assessment of dioxin-like compounds in mainstream smoke from selected U.S. cigarette brands and reference cigarettes. *Food Chem Toxicol*. 46: 1721-1733, 2008.
8. **C. L. Wilson**. Teratogenesis. In *Toxicology Principles for the Industrial Hygienist*. W. Luttrell, W. Jederberg, K. Still (Eds). Fairfax, VA: AIHA Press. 2008.
9. **C. L. Wilson** and K. C. Wilson. Carcinogenesis. In *Toxicology Principles for the Industrial Hygienist*. W. Luttrell, W. Jederberg, K. Still (Eds). Fairfax, VA: AIHA Press. 2008.
10. **C. L. Wilson**. Molecular switch circuits in toxicology: a dimmer switch for dioxin. *Toxicol. Sci.* 78: 178-180, 2004.



11. D. P. Arfsten, D. T. Burton, D. J. Fisher, J. Callahan, **C. L. Wilson**, K. R. Still, B. J. Spargo. Assessment of the aquatic and terrestrial toxicity of five biodegradable polymers. *Environ Res.* 94: 198-210, 2004.
12. D. P. Arfsten, **C. L. Wilson**, and B. J. Spargo. Radiofrequency chaff: the effects of its use in training on the environment. *Ecotox. Env. Safety* 53: 1-11, 2002.
13. **C. L. Wilson**, D. Arfsten, R. Carpenter, W. Alexander and K. R. Still. Effect of Navy chaff release on aluminum levels in the Chesapeake Bay. *Ecotox. Env. Safety* 52: 137-142, 2002.
14. **C. Wilson**, D. Arfsten, and B. Spargo. Human and environmental health issues related to use of radiofrequency chaff. *Navy Medicine* Sept-Oct Issue, 2001.
15. C. Qin, **C. Wilson**, C. Blancher, M. Taylor, S. Safe, and A. L. Harris. Association of ARNT splice variants with estrogen receptor-negative breast cancer, poor induction of vascular endothelial growth factor under hypoxia, and poor prognosis. *Clin. Cancer Res.* 7: 818-823, 2001.
16. G. Ritchie, K. R. Still, W. K. Alexander, A. F. Nordholm, **C. L. Wilson**, J. Rossi III, and D. R. Mattie. A review of the neurotoxicity of selected hydrocarbon fuels. *J. Toxicol. Environ. Health, Part B.* 4: 223-312, 2001.
17. F. Witzmann, R. L. Carpenter, G. D. Ritchie, **C. L. Wilson**, A. F. Nordholm, and J. Rossi III. Toxicity of chemical mixtures: Proteomic analysis of persisting liver and kidney protein alterations induced by repeated exposure of rats to JP-8 jet fuel vapor. *Electrophoresis* 21: 2138-2147, 2000.
18. J. Rossi III, G. D. Ritchie, **C. L. Wilson**, P. L. Knechtges, A. F. Nordholm, J. Lin, W. K. Alexander, K. R. Still. Application of neurobehavioral toxicology methods to the military deployment toxicology assessment program. *Drug Chem Toxicol.* 23: 113-138, 2000.
19. K. R. Still, G. B. Briggs, P. Knechtges, W. Alexander, and **C. L. Wilson**. Risk assessment in Navy deployment toxicology. *Human Eco Risk Assess.* 6: 1125-1136, 2000.
20. *The Layman's Guide to Toxicology*. Eds. K. R. Still and **C. L. Wilson**. Publication of the Chemical Propulsion Information Agency/Johns Hopkins University Press, 1999.
21. K. Willett, **C. Wilson**, J. Thomsen, W. Porter, and S. Safe. Polynuclear aromatic hydrocarbon and 2, 3, 7, 8-TCDD binding proteins in marine molluscs. *Aquatic Toxicol.* 48: 51-64, 1999.
22. **C. Wilson** and S. Safe. Mechanisms of ligand-induced aryl hydrocarbon receptor-mediated biochemical and toxic responses. *Toxicol. Pathol.* 26: 657-671, 1998.
23. P. Fernandez, **C. Wilson**, D. Hoivik, and S. Safe. Altered phenotypic characteristics of T47D human breast cancer cells after prolonged growth in estrogen-deficient medium. *Cell Biol. Int.* 22: 623-633, 1998.
24. S. Safe and **C. Wilson**. Health effects and risk assessment of halogenated aromatic hydrocarbons. *Cent. Eur. J. Pub. Health.* 6: 113-116, 1997.
25. D. Hoivik, K. Willett, **C. Wilson**, and S. Safe. Estrogen does not inhibit 2, 3, 7, 8-tetrachlorodibenzo-*p*-dioxin mediated effects in MCF-7 and Hepa-1c1c7 cells. *J. Biol. Chem.* 272: 30270-30274, 1997.
26. **C. Wilson**, J. Thomsen, D. Hoivik, and S. Safe. Aryl hydrocarbon (Ah)-nonresponsiveness in estrogen receptor-negative MDA-MB-231 cells is associated with expression of a variant Arnt protein. *Arch. Biochem. Biophys.* 346: 65-73, 1997.



27. D. Hoivik, **C. Wilson**, W. Wang, K. Willett, and S. Safe. Studies on the relationship between estrogen receptor content, glutathione-S-transferase-pi expression, and induction of 2, 3, 7, 8-tetrachlorodibenzo-*p*-dioxin and drug resistance in human breast cancer cells. *Arch. Biochem. Biophys.* 348: 174-182, 1997.
28. A. McDougal, **C. Wilson**, and S. Safe. Inhibition of 7, 12-dimethylbenz[a]anthracene-induced rat mammary tumor growth by aryl hydrocarbon receptor agonists. *Cancer Lett.* 120: 53-63, 1997.
29. A. McDougal, **C. Wilson**, and S. Safe. Induction of estradiol 2-hydroxylase activity in MCF-7 human breast cancer cells by pesticides and carcinogens. *Environ. Toxicol. Pharmacol.* 3: 195-199, 1997.
30. X. Wang, J. Thomsen, **C. Wilson**, and S. Safe. Ah-nonresponsiveness in MDA-MB-231 human breast cancer cells is related to a truncation in the Arnt protein. *Organohalogen Compounds* (21): 329-332, 1994.

## CONFERENCE PROCEEDINGS

1. S. Pellock, C. Allred, C. Cerniglia, P. Carlson, **C.L. Wilson**. The gut microbiome: Impact on metabolism of drugs, dietary contaminants and health. The Toxicology Forum 45<sup>th</sup> Annual Summer Meeting, Alexandria, VA, July 2019.
2. R. Shimp, J. Harris, J. Hott, T. Flaherty, **C.L. Wilson**. Engaging and influencing external stakeholders for product stewardship advocacy. Product Stewardship 2017, Tampa, FL, November 2017.
3. Z.S. Naufal, S.J. Kathman, K.M. Marano, **C.L. Wilson**. Differential levels of biomarkers of exposure among non-consumers of tobacco, consumers of oral tobacco products, and cigarette smokers in the National Health and Nutrition Examination Survey 1999-2008. CORESTA Congress, Edinburgh, Scotland, September 2010.
4. Z.S. Naufal, **C.L. Wilson**, S. Collie, J. Smith. Carcinogenic potency assessment for 2-aminonaphthalene. Society for Risk Analysis Annual Meeting, Baltimore, MD, December 2009.
5. K.M. Marano, **C.L. Wilson**, S.J. Kathman, Z.S. Naufal, C.D. Garner. Arsenic and tobacco use-related disease risk. Society for Risk Analysis Annual Meeting, Baltimore, MD, December 2009.
6. K.M. Marano, S.J. Kathman, **C.L. Wilson**. Urinary arsenic concentrations in tobacco users and non-users: an analysis of NHANES 2003-2006 data. American College of Epidemiology Annual Meeting, Silver Spring, MD, September 2009.
7. **C.L. Wilson**, K.M. Marano, S.J. Kathman, Z.S. Naufal, C.D. Garner. Tobacco relative risk continuum: the role of cadmium in tobacco-related chronic disease risk. CORESTA Smoke Science and Product Technology Study Group Annual Meeting, Aix-en-Provence, France, October 2009.
8. S. Kathman, W. Butler, Z. Naufal, and **C.L. Wilson**. Serum cotinine levels of smokeless tobacco users and cigarette smokers: an analysis of NHANES 1999-2006 data. Society of Toxicology Annual Meeting, Baltimore, MD, March 2009.
9. Z. Naufal, S. Kathman, J. Bodnar, M. Borgerding, and **C.L. Wilson**. A probabilistic cancer risk assessment model of key smokeless tobacco constituents. Society of Toxicology Annual Meeting, Baltimore, MD, March 2009.
10. Z. Naufal, S. Kathman, and **C.L. Wilson**. A probabilistic cancer risk assessment model of 4-(methylnitrosamino)-1-(3-pyridyl)-1-butanone in smokeless tobacco. Society for Risk Analysis Annual Meeting, Boston, MA, December 2008.



11. Z. Naufal, S. Kathman, and **C.L. Wilson**. Derivation of an oral cancer slope factor for 4-(methylnitrosamino)-1-(3-pyridyl)-1-butanone using three approaches. Society for Risk Analysis Annual Meeting, Boston, MA, December 2008.
12. **C.L. Wilson**, R.J. Potts, J.A. Bodnar, C.D. Garner, and M.F. Borgerding. Cancer risk calculations for mainstream smoke constituents from selected cigarette brands: Concordance between calculated and observed risk. CORESTA Congress, Shanghai, China, November 2008.
13. **C.L. Wilson**, R.J. Potts, G.R. Krautter, J.A. Bodnar, M.F. Borgerding, and C.D. Garner. Development of a risk-based priority toxicant list for smokeless tobacco products. CORESTA Congress, Shanghai, China, November 2008.
14. **C.L. Wilson**, R.J. Potts, J.A. Bodnar, C.D. Garner, M.F. Borgerding. A quantitative risk assessment model of cigarette mainstream smoke constituents. Society for Risk Analysis Annual Meeting. San Antonio, TX, December 2007.
15. **C.L. Wilson**, J.A. Bodnar, B.G. Brown, W.T. Morgan, R.J. Potts, M.F. Borgerding. Assessment of dioxin-like compounds in mainstream smoke from selected U.S. cigarette brands and reference cigarettes. Society of Toxicology Annual Meeting. Charlotte, NC, March 2007.
16. **C.L. Wilson**. Use of field portable chemical instrumentation in Operation Iraqi Freedom. Roundtable session on Chemical-Biological Agent Detection: Second Generation Equipment and Over the Horizon. American Industrial Hygiene Conference and Exposition. May 2004.
17. **C.L. Wilson**. Co-chair of Roundtable Discussion on Toxic Industrial Chemicals and Materials as Terrorist Threats. Conference on Issues in Toxicology and Risk Assessment. April 2004.
18. B. J. Spargo, D. P. Arfsten, and **C.L. Wilson**. Environmental and health effects of radiofrequency chaff: a review of recent research efforts. 42<sup>nd</sup> Annual Navy Occupational Health and Preventive Medicine Workshop. March 2002.
19. D. P. Arfsten, **C.L. Wilson**, B. J. Spargo. Application of toxicology in the development of environmentally friendly electronic countermeasures. 42<sup>nd</sup> Annual Navy Occupational Health and Preventive Medicine Workshop. March 2002.
20. **C.L. Wilson**, D. M. Novak, and W. R. Chambers. Navy opportunities in chemical, biological, radiological, and environmental training. 42<sup>nd</sup> Annual Navy Occupational Health and Preventive Medicine Workshop. March 2002.
21. **C.L. Wilson**, R. Barhoumi, and R. Burghardt. Effects of JP-8 jet fuel on homeostasis of Clone 9 rat liver cells. Society of Toxicology 40<sup>th</sup> Annual Meeting. March 2001.
22. F. Witzmann, A. Jung, and **C.L. Wilson**. JP-8 jet fuel induces differential protein expression in clone 9 rat liver cells. Society of Toxicology 40<sup>th</sup> Annual Meeting. March 2001.
23. L. U'Ren, M. Hennesy, **C.L. Wilson** and W. H. Hanneman. Cellular and molecular analysis of jet fuel toxicity. Merck Foundation Symposium, University of California, Davis, August, 2000.
24. L. U'Ren, M. Hennesy, **C.L. Wilson** and W. H. Hanneman. Cellular and molecular analysis of jet fuel neurotoxicity. 18th International Neurotoxicology Conference, Colorado Springs, CO, September, 2000.
25. **C.L. Wilson**, R. Barhoumi, R. Burghardt, A. Miladi, A. Jung. Effects of JP-8 jet fuel on homeostasis of clone



9 rat liver cells. Joint Army-Navy-NASA-Air Force, Chemical Propulsion Industry Information Agency Annual Meeting. 2000.

26. W.K. Alexander, K.R. Still, **C.L. Wilson**, and G.B. Briggs. Toxicity and risk assessment of exposure to 2,6-di-*tert*-butyl-4-nitrophenol in submarine atmospheres. Third Int'l Workshop on Submarine Air Monitoring & Air Purification. October 2000, Toronto, Canada.
27. **C.L. Wilson**, W.H. Hanneman, M.E. Legare, R. Dickerson, L. Frame, L. Smith, D. Sonntag, M.Y.V. Bekkedal, and J. Rossi III. Genomic analysis of buccal epithelium and peripheral leukocyte samples from Air Force jet fuel workers: Identification of biomarkers of exposure and implications for study of diesel submarine crews. Third International Workshop on Submarine Air Monitoring and Air Purification. October 2000, Toronto, Ontario, Canada.
28. **C.L. Wilson**, S. Ryder, W. Horn, R.L. Carpenter, W.K. Alexander, and K.R. Still. Development of action levels for toxic atmospheric contaminants in a disabled submarine. Third International Workshop on Submarine Air Monitoring and Air Purification. October 2000, Toronto, Ontario, Canada.
29. J. Rossi III, G.D. Ritchie, M.Y.V. Bekkedal, A.F. Nordholm, **C. L. Wilson**, and F. A. Witzmann. Proteomic Analysis of Renal and Hepatic Protein Expression in Rats Exposed Repeatedly to Jet Fuel Vapor. 40<sup>th</sup> Navy Occupational Health and Preventive Medicine Workshop. Norfolk, VA. 2000.
30. **C.L. Wilson**, H. Zhang, K. Lehman, A. Miladi, M. Holmes, W.K. Alexander, A.F. Nordholm. Bioavailability of aluminum from degradable chaff countermeasures. Society for Neuroscience. 1999.
31. X-H. Zheng, **C. L. Wilson**, A. R. Parrish, and A. J. Gandolfi. Differential gene expression in rabbit renal cortical slices exposed to arsenic compounds. Society of Toxicology 39<sup>th</sup> Annual Meeting. 1999.
32. F. Witzmann, G.D. Ritchie, R.L. Carpenter, A.F. Nordholm, **C.L. Wilson**, and J. Rossi III. Proteomic analysis of renal and hepatic protein expression in rats exposed repeatedly to jet fuel vapor. Society of Toxicology 39<sup>th</sup> Annual Meeting. 1999.
33. G.D. Ritchie, C.Y. Ademujohn, M. Holmes, D. Maken, W.J. Malcomb, S.M. McInturf, A. Miladi, E. Toohill, L. Tubbs, A.F. Walsh, H. Zhang, A.F. Nordholm, J. Rossi, **C.L. Wilson**, R.L. Carpenter. Neurobehavioral toxicity of JP-8 and JP-5 jet fuels. 1999 Conference on Issues and Applications in Toxicology and Risk Assessment. 1999.
34. **C.L. Wilson**, H. Zhang, K. Lehman, T. Carpenter, W.K. Alexander. Estimation of aluminum bioavailability from degradable chaff countermeasures using a physiologically-based extraction test. Society of Toxicology 39<sup>th</sup> Annual Meeting. 1999.
35. **C.L. Wilson**, H. Zhang, K. Lehman, A. Miladi, M. Holmes, and W. K. Alexander. Toxicity of degradable chaff countermeasures. 1999 Conference on Issues and Applications in Toxicology and Risk Assessment. 1999.
36. J.J. Pancrazio, G.M. Grant, **C.L. Wilson**, D.A. Stenger, J.D. Andreadis, G.D., Ritchie, M.Y.V. Bekkedal, and J. Rossi, III. Gene expression variability in cortical neurons: implications for genomic *in vitro* prediction of neurobehavioral compromise. International Behavioural and Neural Genetics Society. 21-22 Oct 99, Key Largo, FL. 1999.
37. **C. Wilson**, H. Zhang, K. Lehman, M. Holmes, and W. Alexander. Toxicity of degradable chaff countermeasures. *Toxicologist* (48), 1999.
38. G. Briggs, K.R. Still, W.K. Alexander, and **C. Wilson**. Risk assessment in Navy deployment toxicology. Society for Risk Analysis Annual Meeting. 1998.
39. **C. Wilson**, M. Wormke, E. Castro-Rivera, D. J. Hoivik, and S. Safe. Hypoxia-inducible VEGF gene



expression in MDA-MB-231 human breast cancer cells which express a variant form of HIF-1 $\alpha$  (Arnt). *Toxicologist* (42), 1998.

40. K. Willett, J. Thomsen, **C. Wilson**, W. Porter, and S. Safe. Polynuclear aromatic binding proteins in marine molluscs. *Toxicologist* (17), 1997.
41. **C. Wilson**, D. Hoivik, C. Holtzapple, L. Stanker and S. Safe. Variable aryl hydrocarbon-responsiveness in MDA-MB-231 human breast cancer cells is associated with Arnt expression. *Toxicologist* (17), 1997.
42. D. Hoivik, **C. Wilson**, W. Wang and S. Safe. Effect of estrogen receptor (ER) transfection on glutathione-S-transferase (GST) expression, 2, 3, 7, 8-TCDD inducibility and drug susceptibility in human breast cancer cells. *Toxicologist* (17), 1997.
43. **C. Wilson**, D. Hoivik, K. Willett and S. Safe. ER-negative human breast cancer cells: stable transfection with ER does not alter drug resistance. *Proceedings of the American Association for Cancer Research* (38), 1997.
44. **C. Wilson**, J. Thomsen and S. Safe. Regulation of *arnt* in MDA-MB-231 human breast cancer cells. *Proceedings of the American Association for Cancer Research* (37), 1996.
45. L. Arellano, **C. Wilson**, and S. Safe. *In vivo* analysis of ligand dependent changes in Ah-receptor-DRE interactions. *Toxicologist* (16), 1996.
46. **C. Wilson**, W. Wang, and S. Safe. Factors influencing aryl hydrocarbon (Ah)-nonresponsiveness in adriamycin-resistant MCF-7 human breast cancer cells. *Toxicologist* (16), 1996.
47. **C. Wilson**, J. Thomsen, X. Wang, and S. Safe. RT-PCR analysis of the Ah receptor nuclear translocator (Arnt) gene in MDA-MB-231 human breast cancer cells. *Toxicologist* (15), 1995.

#### **GOVERNMENT AND CONTRACT TECHNICAL REPORTS**

1. Mukhtar, S., Boadu, F.O., Jin, Y.H., Shim, W.-B., Vestal, T.A., **Wilson, C.L.** Managing Contaminated Animal and Plant Materials: Field Guide on Best Practices. Technical Support Working Group Contract. 2008.
2. **C. L. Wilson**, K. R. Still, W. Luttrell, G. Winecoff, and J. Bowen. Derivation of Toxicology and Risk Assessment Values for Ambient Air Toxics Detected at Naval Air Facility, Atsugi, Japan. Naval Health Research Center Detachment (Toxicology). TOXDET Report # 00-05. 2000.
3. **C. L. Wilson**, A. Miladi, R. L. Carpenter, W. K. Alexander, and K. R. Still. Estimation of Aluminum Contributions of U. S. Navy Flight Training Operations in the Chesapeake Bay. Naval Health Research Center Detachment (Toxicology). TOXDET Report# 00-04. 2000.
4. R. L. Carpenter and **C. L. Wilson**. Inhalation Toxicology of Man Made Fibers. Naval Health Research Center Detachment (Toxicology). TOXDET Report# 99-7. 1999.



# COLEMAN E. WILLIAMSON

♠ ATLANTA, GA ♠ 30324

## PROFILE

Public service minded, constitutional conservative who excels in a fast-paced environment. One with a quick wit and tough grit to get through the most stressful of situations. Strong views that can be communicated with diplomatic grace and pragmatic enough to find common ground with even the most doggedly partisan individuals. Excellent project management, interpersonal and organizational skills, with the ability to drive and implement ideas in a changing environment, while increasing productivity and proficiency.

## WORK OF EXPERIENCE

### Accreditation Commission for Education in Nursing, Inc. (ACEN), Atlanta, GA

#### Peer Evaluator Advisor

08/2018–Present

- ♠ Recruit and train new Peer Evaluators to be prepared to serve on site visits to nursing program so that those program may be evaluated for the ACEN's standards for accreditation.
- ♠ Coordinate the travel arrangements for Peer Evaluators to visit nursing programs being visited while maintaining budgets and cost expectations.
- ♠ Manages database of all Peer Evaluators and upcoming site visit in order to produce the necessary documents to be sent to programs and site visit teams.
- ♠ Updates the ACEN website ([www.acenursing.org](http://www.acenursing.org)) regularly for newly added Peer Evaluators and those who have retired.

#### Operations Assistant

08/2017–08/2018

- ♠ Provided accreditation verification to those inquiring if a nursing program has and/or had been accredited with the ACEN in the past.
- ♠ Helped coordinate logistics and sponsorships for ACEN events located in Atlanta, Georgia.
- ♠ Built database of nursing program files that were converted from paper documents to electronic files.
- ♠ Assisted the Operations Department as needed.

### Law Offices of Catherine S. Bernard, Brookhaven, GA

05/2014–08/2017

#### Legal Assistant

- ♠ Kept cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney.
- ♠ Helped develop cases by maintaining contact with people involved in the case; scheduling depositions; forwarding summonses and subpoenas; drafting complaints; preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports.
- ♠ Kept clients informed by maintaining contact; communicating case progress.
- ♠ Maintained case costs by verifying outstanding balances with attorney and clients.
- ♠ Supported case preparation by preparing case summaries and materials for mediation conferences; preparing pleadings; monitoring and obtaining discovery responses; organizing materials for team case review.
- ♠ Enhanced trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
- ♠ Accomplished organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

### PNC Financial Services Group Inc., Atlanta, GA

07/2013–04/2014

#### Personal Banker

- ♠ Responsible for attaining established bank and branch goals through active participation in sales management, officer call programs, referrals, and retention of account relationships.
- ♠ Developed new deposit and loan business; provides a superior level of customer relations and promotes the sales and service culture through coaching, guidance and staff motivation.
- ♠ Responsible for the administration and efficient daily operation of a full-service branch office in accordance with the bank's objectives by overseeing the teller function, ATM balancing, night depository processing, Diebold security processing and customer service duties.
- ♠ Performed duties in the absence of the Branch Manager or other such management capacities as directed by the Regional Manager.



**Macy's Inc., Atlanta, GA****12/2006–07/2013****Sales Associate/Visual Merchandiser**

- ♣ Continuously maintain high standards, driven to succeed, and motivated to achieve personal and team goals
- ♣ Develop and maintain strong relationships to ensure each customer receives consistent and professional service
- ♣ Maintain the highest standards of visual merchandising, organizational standards within the departments, while maintaining high sales volume.
- ♣ Attend industry functions, such as seminars, and provide feedback and information on market and creative trends to ensure that the visual presentation in the stores is constantly innovating and driving the brands' qualities forward and strengthen the customer experience/relationship.

**VOLUNTEER EXPERIENCE****Memberships:**

- ♣ **Member of the Chairman's Council, Fulton Republican Party**
- ♣ **Member of the Board, Georgia Log Cabin Republicans**
- ♣ **Member, Atlanta Young Republicans**

**Campaigns:**

- ♣ **Meagan Myers Hanson for State Representative (HD–80) – 2018**
- ♣ **Mary Norwood for Mayor (City of Atlanta) – 2017**
- ♣ **Felicia Moore for Council President (City of Atlanta) – 2017**
- ♣ **Karen Handel for Congress (GA–6) – 2017**
- ♣ **Karen Handel for U.S. Senate – 2014**

**EDUCATION****Georgia State University, Atlanta, GA****08/2007-12/2012****Pre-Law Concentration****GPA: 3.5****Dual Bachelors of Arts in Political Science and History with****Sprayberry High School, Marietta, GA****Class of 2007**





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## DAN CRUMLEY

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An experienced Senior Pastor with a demonstrated history of leadership in a variety of Christian organizations. Skilled in pastoral care, expository preaching, evangelism, discipleship training, and team management.

**Address:** [REDACTED]  
Cumming, GA. 30028

**Phone:** [REDACTED]

**Email:** [REDACTED]

**Sermon Link available at:**  
<https://www.youtube.com/user/Dancrm12000/feed>

Happily married for 25 years  
with 2 daughters and one son-in-law.

**Published Works:**  
*Officer Down, Sharing the Gospel With First Responders*  
Amazon Publishing 2018

*Young Peoples Bible Teacher*  
Union Gospel Press, Spring 2016

**Education:**  
Liberty Baptist Theological Seminary, Lynchburg, VA  
Master of Divinity. 2013

Liberty University, Lynchburg, VA  
Bachelor of science, 2010

### EXPERIENCE

#### MISSIONARY, COURAGEOUS SERVANT MINISTRIES CUMMING, GA 2014 - PRESENT

As a missionary, I endeavor to share the gospel with first responders throughout the southeastern United States. Through our work, lost men and women are evangelized, then incorporated into the local church for discipleship. This has resulted in establishing relationships with numerous Chiefs of Police and Sheriffs throughout the southeastern United States that are now receptive to the gospel being shared within their departments. Providing compassionate counsel for First responders at traumatic events. Participation in Critical Incident Stress Debriefings where I present the gospel. Equipping and training several churches to effectively share the gospel with law enforcement officers. The creation of a Bible study within a large Sheriffs department, and the profession of faith for several first responders.

#### PASTOR OF DISCIPLESHIP, MARANATHA BAPTIST CHURCH

OAKWOOD, GA. 2016-2018

As the pastor of Discipleship, I created and implemented a discipleship programs for new and mature believers that challenged individuals to grow spiritually. I created and implemented outreach programs designed to effectively reach the lost of our community, the state, nation and world. I supported the senior pastor in implementing strategic initiatives, vision, and direction for the church.



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## DAN CRUMLEY

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### SENIOR PASTOR, OAK CHAPEL BAPTIST CHURCH ORANGE, VA. 2013-2014

As the Senior Pastor, I preached weekly and taught midweek Bible studies. I mobilized the church into fulfilling the vision that God had provided to me. This resulted in the tripling of attendance on Sunday morning. The first church wide formal evangelism training to equip the saints to share the love of Christ with the community. The creation and implementation of planned outreach events which included Bible track dissemination, street evangelism, local, regional, and international mission trips. The creation of additional Sunday School classes, and the transition to a Biblically based curriculum which resulted in an increase of new Christians. Counseling of church members covering a broad range of subjects.

### SENIOR PASTOR, GRACE FAMILY FELLOWSHIP JEFFERSON, GA. 2011-2013

This was a church plant in the suburbs of North Ga. As the "planter" and Senior Pastor I established a core group of families that desired to worship God. Developed the core group into church emphasizing evangelism and discipleship. We grew from our core group of 3 families to a church of 25 in one year. After an additional year, we determined the best way to reach our community was to merge with an existing church of similar size. The new church is growing and continuing to reach others for Christ.



**DARBY M. WILLIAMS**  
[REDACTED]  
**SAVANNAH, GEORGIA 31401**  
[REDACTED]  
[REDACTED]

**PROFESSIONAL SUMMARY**

Highly experienced criminal trial attorney with decades of trial work in California. Completed 86 jury trials to verdict (43 felony trials, five homicides, and two Not Guilty by Reason of Insanity). State wide attorney trainer, consultant, mentor and presenter in California.

Excellent capacity to analyze and articulate complex legal concepts, issues, and to develop persuasive arguments for a wide variety of audiences. Exceptionally strong oral and written advocacy skills.

Extremely capable at managing trial teams and working with others as either the lead attorney, assisting on a team or committee. Second chair experience as well as trial support experience. These skills translate to working on committees within the university system as part of a team of professionals responsible for creation of college bylaws, and standards for student learning outcomes (SLO).

Proven abilities working with justice partners inside and outside of the courtroom for optimal case resolution in a variety of serious felony matters with penalties including death penalty matters. Long standing commitment and dedication to community-based lawyering and advocacy as both a defense attorney and prosecutor in communities of color.

**CORE QUALIFICATIONS**

Strong Organizational Skills  
Compassionate and Tenacious Advocate  
Ability to Work Independently or as Part of a Team  
Quick Learner and Adept Self-Starter  
Strong Trainer, Presenter/Speaker, and Peer Mentor  
Fully Fluent in Microsoft Office Products

**EXPERIENCE**

GEORGIA SOUTHERN UNIVERSITY  
Full Time Lecturer, Criminal Justice Department  
Statesboro, Georgia

August 2017 to May 2019

Subjects taught include Judicial Process, Justice and Ethics, Criminal Investigations, and Criminal Law to undergraduate students pursuing a Bachelor of Science in Criminal Justice. Courses taught are mostly in person but also on-line. Each class is built by the lecturer. To date,



I have built and taught five subjects: Ethics in Criminal Justice, Legal (formerly Judicial Process) Process, Investigations, Criminal Law, and Evidence and Procedure.

This position also requires service to the university in addition to full time course prep and teaching with a 4/4 load. Service positions committed to at present include the Committee on Bylaws, Committee to draft Student Learning Outcomes (SLO), Library Liaison, and Committee for Lavender Graduation (Spring 2019).

SAN FRANCISCO DISTRICT ATTORNEY  
INDEPENDENT INVESTIGATIONS BUREAU  
Assistant District Attorney  
San Francisco, California

May 2016 to June 2017

Assigned to the General Felonies Team, Homicide Team, and Lead Attorney Investigator in cases involving Officer Involved Shootings and In-Custody Deaths occurring in the City and County of San Francisco. Authored multiple declination to prosecute reports, responded to OIS events, and responsible for the thorough investigation into matters involving potential criminal liability for police officers. Responsible for the assembly of the investigative team which included consultation with multiple experts from a variety of disciplines relevant to the investigation.

SANTA CLARA COUNTY PUBLIC DEFENDER  
Deputy Public Defender  
San Jose, California

January 2010 to April 2016

Senior felony trial attorney assigned to defend individuals charged with all class of felony offenses including but not limited to homicide, felony murder, special circumstance murder, multiple sex abuse allegations, rape, pimping, arson, car-jacking, robbery, and assault against police officers.

INNOCENCE LEGAL  
Associate Attorney  
Walnut Creek, California

June 2009 to November 2009

Trial attorney assigned to represent clients charged with felony sexual allegations most often involving children and multiple allegations of molestation throughout the state of California. Responsible for all phases of case preparation including pre-charging negotiation.

SOLANO COUNTY PUBLIC DEFENDER  
Deputy Public Defender  
Fairfield, California

March 2009 to June 2009

Felony trial attorney recruited as extra-help (non-permanent) to assist in the development of peer trial attorneys in the felony division.



**BAY AREA LEGAL AID**

Associate Attorney  
Oakland, California

April 2008 to August 2008

VAWA (Violence Against Women Act) Grant associate attorney position (temporary) assigned to represent victims of Domestic Violence and Sex Trafficking at all stages of Family Court proceedings including the pursuit of restraining orders, protective orders, move away orders, child custody orders, and dissolution for women who were indigent, undocumented, and victims of mental and physical abuse.

**LOS ANGELES COUNTY PUBLIC DEFENDER**

Deputy Public Defender  
Los Angeles County, California

December 1996 to April 2008

August 2008 to March 2009

Trial attorney assigned to misdemeanor court, juvenile court, felony adult and juvenile trials. Worked in a number of felony courts all over Los Angeles County including Compton Superior Court, Long Beach Superior Court, Norwalk Superior Court, Criminal Courts Building (Clara Shortridge Foltz Criminal Justice Center-Downtown Los Angeles) and Pasadena Superior Court. Litigated misdemeanor matters, juvenile fitness and delinquency adjudications, and felony matters at the pre-trial and jury trial stage.

Held a supervisory position as a Deputy in Charge of the Bellflower Superior Court from January 2007 to April 2008.

**LOS ANGELES COUNTY PUBLIC DEFENDER**

Paralegal/Law Clerk

June 1993 to December 1996

Responsible for litigation support for deputy public defenders assigned to all classes of misdemeanor and felony offenses. Assigned to assist Capital Case attorneys as case support and background investigator (preparation of social histories to assist in mitigation stage) for defendants charged with multiple homicides and facing the death penalty.

Worked full time as a Paralegal/Law Clerk during Law School and while taking the California Bar Exam.

**LOS ANGELES COUNTY PUBLIC DEFENDER**

Volunteer/Student Worker

June 1990 to June 1993

Full time volunteer for approximately eight months performing quasi-paralegal duties, and general office assistance which included filing, answering phones, and document photocopying. Promoted to Student Worker position after which my duties expanded to assisting the deputy public defenders in misdemeanor court.

**EDUCATION**

Western State University, College of Law

Juris Doctor

1995



Fullerton, California

University of California, Santa Barbara Goleta, California	Bachelor of Arts	1990
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Marymount Palos Verdes College Rancho Palos Verdes, California	Associate in Arts	1987
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## PROFESSIONAL AFFILIATIONS

California District Attorneys Association	Member	2016-2017
California Public Defenders Association	Member	2009-2016
California Attorneys for Criminal Justice	Member	2009-2016
National Association of Criminal Defense Attorneys	Member	2014-2016
American Association of Forensic Sciences	Attendee	2016
Habeas Corpus Resource Center, San Francisco	Attendee	2010-2016

## LICENSES HELD

California State Bar Member (Active)	Current	#183580
*Georgia State Bar Application in Process Results Pending	Exam Taken	July 2019

## PRESENTATIONS

Invited speaker Georgia Southern University College of Behavioral and Social Sciences Topic: Research Panel on Race, Intersectionality, and Campus Safety.	Fall 2018
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Santa Clara University, College of Law  
Moot Court Judge (2016)

California Public Defenders Association and California Attorneys for Criminal Justice Presentations: <i>Working with Experts</i> (2015) <i>Defending Sex Cases</i> (2012, 2015) <i>Combating Evidence Code Section 1101b</i> (2013) <i>Jury Voir Dire</i> (2012, 2015) <i>Investigating Crime Labs</i> (2013, 2014) <i>Closing Argument</i> (2015)	2012-2016
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Los Angeles County Public Defender  
Proposition 36; Three Strikes Re-sentencing (2014)

Lead America/Envision Law, Stanford University (2012, 2013)



Keynote Speaker (2015)

Los Angeles County Public Defender  
Combating Scientific Evidence in the Courtroom (2013)

San Mateo County Bar Association  
Defending Sex Cases (2013)

Solano County Public Defender (2011)

Pasadena City College  
Guest Instructor, Arson Fire Science Course (2009)

## **HONORS AND NOMINATIONS**

Trial Attorney of the Year (2011)  
Santa Clara County Public Defender  
Peer Nominated Daily Journal Female Litigator of the Year (2008)  
Los Angeles County

## **COMMUNITY SERVICE**

Ladies of the Lake, At Risk Youth Organization (mentorship)  
Silverlake, Los Angeles, California (2007-2008)

City of Dreams, Youth Enrichment and Development Program  
San Francisco, California (2009-2010)

## **REFERENCES**

Department Chair (Interim), Georgia Southern University  
Criminal Justice Department, Laura Agnich, PhD

Hon. Thang Nguyen Barrett  
Hon. Theresa Sullivan  
Hon. Yvette Verastegui  
Hon. Sharon Chatman  
Hon. LaDoris Cordell  
Hon. Griffin Bonini

San Francisco District Attorney George Gascon  
San Francisco Assistant District Attorney Sharon Woo  
San Francisco Assistant District Attorney Marshall Khine  
Jorge Guzman, Assistant Public Defender Santa Clara County, California  
Ruben Marquez, Assistant Public Defender Los Angeles County, California  
Karen Thompson, Assistant Public Defender Sonoma County, California



Sgt. Kyra Delaney, San Francisco Police Department  
Heather Myers, San Francisco Sheriff's Department  
York Tsuruta, Independent Investigations Bureau (Glendale Police Department, Ret.)  
John Ullom, Alameda County District Attorney  
Cindy Hendrickson, Santa Clara County District Attorney

*Additional References Available Upon Request (as well as contact information for the above)*

## **HOBBIES AND INTERESTS**

Cooking  
Creative Writing  
Gardening  
Volunteering  
Practicing my Spanish  
Anything with my Labrador Retriever  
Tormenting my new cat  
My Spouse whom I love dearly

September/2019



# **DARRYL ANGELO NETTLES**

Augusta, GA 30901

## **OBJECTIVES**

- To obtain a fulfilling and rewarding career position within your organization

## **QUALIFICATIONS**

- Over twenty years of diverse administrative experience with outstanding organizational skills
- Experience scheduling detailed itineraries and coordinating special events
- Dedicated and hard-working team player that can multi-task efficiently in a pressured environment
- Professional demeanor that remains approachable
- Creative problem solving abilities

## **PROFESSIONAL SKILLS**

### ***Administrative and organizational skills***

- Coordinated travel and establish detailed itineraries for executives and administrative staff
- Prepared accurate and timely travel expense statements
- Provided direct supervision of office, clerical and administrative support staff
- Planned and coordinated numerous company employee functions and business seminars within budget

### ***Interpersonal and teamwork skills***

- Entrusted to process confidential employee records such as salary changes, vacation/absenteeism reports, benefit changes and performance appraisals for companies with 500+ employees
- Positively interacted with a wide variety of personalities while assisting visitors to the Life Science Innovation Center as well as scheduling meetings/appointments and making travel arrangements for executives
- Entrusted to make deposits on behalf of local company's account

## **PROFESSIONAL PUBLICATIONS**

- Liberia: Study of Liberian Government and its Relationship to American Government

## **EDUCATION**

**2019**            *Doctorate in Public Administration, Valdosta State University (Valdosta, GA)*

**2009**            *Masters in Public Administration, Augusta University (Augusta, GA)*

**1996**            *Bachelors of Science, Stillman College (Tuscaloosa, AL); Magna cum laude*  
Major - Chemistry

## **EMPLOYMENT HISTORY**



**2012 – Present**     ***Research Operations Coordinator (Building Manager), Georgia Cancer Center at Augusta University (Augusta, GA)*** Maintained Vendor Service Contracts; Served as a Liaison for various campus departments; Compliance contact person for Environmental Health & Safety Division; Contact for METASYS Equipment Alarm Services Installation; Served as Administrative functions/processes: work orders, purchase orders, and equipment rentals; Maintains Safety & Compliance standards; Orders all large equipment and computer purchases as well as responsible for routine maintenance; etc.

**2010 – 2012**     ***Outreach Development Coordinator, Center of Innovation (COI) for Life Sciences (Augusta, GA)***  
Involved with business and entrepreneurial development as it pertains to the COI and the Life Science Business Development Center located on the campus of MCG/GHSU. Manage daily operations of the business incubator including recruiting new staff and technology.

***Adjunct Faculty, Augusta Technical College (Augusta, GA)***  
College Algebra   Professor in the General Education and Learning Support Department

***Adjunct Faculty, Strayer University (Augusta, GA)***  
Contemporary International Issues (POL300) and U.S. Government (POL110)  
Professor in the Political Science Department; Developmental Mathematics (MAT090)  
Professor in the Mathematics Department

**2006 – 2009**     ***Hazardous Material Technician, MCG/GHSU (Augusta, GA)***  
Ensure that campus wide adherence to local, state and federal regulation pertaining to hazardous materials. Assist in educating staff of MCG policies and procedures

**2006-2009**     ***Radiation Safety Technician I, MCG/GHSU (Augusta, GA)***  
Conduct Department of Corrections Medical Facility Survey visits for Georgia

**2000 – 2005**     ***Chemist, Westinghouse Savannah River Company (Aiken, SC)***  
Project leader for new installations and radiological laboratory. Ensure compliance with environmental regulations. Design and present various technical/non-technical presentations.

**2001 – 2009**     ***Adjunct Faculty, Aiken Technical College (Aiken, SC)***  
College Algebra   Professor in the Mathematics Department

***Board Membership:***

Citizen's Advisory Board to the Department of Energy (Savannah River Site)

***References:*** (Available Upon Request)



# David Heenan

B.A., International Affairs, the University of Georgia

## EDUCATION: University of Georgia, School of Public and International Affairs

- Bachelor of Art, International Affairs
- Security Leadership Fellow, Center for International Trade and Security
- Global Leadership Certificate, Center for the Study of Global Issues
- China Fellow, MOFCOM/NORINCO

*Visionary leader with strong track record of defining complex problems, identify their root causes and creating novel solutions to deliver exponential value. My diverse background gives me unique, systems level perspective on driving innovation and experience on ground executing against strategic plans.*

## EXPERIENCE

### DIRECTOR OF OPERATIONS, BRIGHTEDGE

AUGUST 2018 - PRESENT

The Philanthropic Impact Fund of the American Cancer Society

- 1 of 2 member founding team responsible for formation, process development, marketing, back office operations and recruitment.
- Chartered and launch new fund with unique model from scratch in 9 months.
- Reviewed over 250 potential investment deals and executed 4 investments totaling \$11 million.
- Designed, initiated and managed marketing and development campaign.

### CO-FOUNDER & CEO, ACES HEALTH

MAY 2015 – AUGUST 2018

Automated Collection and Engagement Systems for life science and population health

- Founded and scaled technology startup through acquisition.
- Raised over \$4 million in venture and institutional capital.
- Managed team of 16 including development, compliance, sales, and P&L.
- Managed validated product development from inception through V 3.0.

### EDITORIAL ASSISTANT, THE COLEMAN GROUP, INC.

SEP 2014 -MARCH 2016

*The Journal on Preventing Chronic Disease*, Center for Disease Control and Prevention

- Perform preliminary edit on approximately 60 manuscripts every month.
- Act as communication hub for all editors, authors, reviewers, and staff.
- Maintain manuscript database in order to track submissions and publishing workflows.

### CONGRESSIONAL AIDE, UNITED STATES HOUSE OF REPRESENTATIVES

MAY 2013-AUG 2014

10<sup>th</sup> Congressional District of Georgia

- Coordinate with DC staff to prepare stateside schedule for an active Member of the US House of Representatives.
- Liaise with constituents, community stakeholders, and local, state, and federal officials.
- Represent or accompany the Congressman to all events and meetings within the state of Georgia.

### GRASSROOTS DIRECTOR, UNITED STATES SENATORIAL CAMPAIGN

MAY 2013-AUG 2014

2014 US Senate election of Georgia

- Managed 12 interns, 3,600 volunteers, and dozens of grassroots organizations for 2014 United States Senate campaign.
- Supported fundraising efforts of over \$1 million.
- Managed all social media outlets to generated original campaign content and coordinated with senior level staff on messaging, graphics, and targeting.
- Conducted research and provided timely reports on trending policy topics in order to integrate messaging priorities.

### NONPROLIFERATION POLICY ASSISTANT, US DEPARTMENT OF ENERGY

NOV 2012-NOV 2013

Argonne National Laboratory

- Coordinated international training events and analyzed evolving US/international trade regulations and defense/dual-use technologies.
- Updated and maintained online database of client state and international trade regulations provided to over 70 countries.



- Updated and revise National Nuclear Security Administration's Engagement Plans for China, Latin American, and the Caribbean.
- Co-authored "Virtual Reality Training for Nuclear Facility Inspectors."

#### PROGRAM ASSISTANT, OFFICE OF WORKFORCE DEVELOPMENT

SEP 2012-DEC 2012

Governor's Office of Georgia

- Assisted in the development and implementation of the Governor's "Georgia Jobs for Veterans" initiative.
- Assisted in the development and implementation of "Troops to Trucks" MOU between GOWD, GDOL, GDOT, and Ft. Benning.
- Authored "Pledge to Support Georgia Veterans," signed by 50+ Georgia employers and first draft of the "Veteran Licensure Bill," passed into law by the State Legislature during 2013 session.
- Co-organized "2012 Veteran's Career and Services Expo" that included over 300 vendors and over 2,000 participants.

#### RESIDENT ASSOCIATE, US DEPARTMENT OF ENERGY

MAY 2012-SEP 2012

Argonne National Laboratory

- Supported engagement with foreign partners for the International Nonproliferation Export Control Program.
- Assisted in the organization of the Nuclear Nonproliferation Workshop on Reactors and the Commercial Nuclear Industry.
- Produced "Ten Year Analysis of US Export Control Violations."

#### CHINA FELLOW, CHINA MINISTRY OF COMMERCE/NORTH CHINA INDUSTRIES CORPORATION

JUN 2012-JUL 2012

Shenzhen, Beijing, Xi'an, Shanghai

- Lectured on ITAR, EAR, CCL, USML, OFAC, United States licensing and enforcement mechanisms, and multilateral export control regimes.
- Co-organized and participated in two strategic trade control workshops for over 140 representatives from a variety of sectors in Chinese Industry.
- Generated reports on United States export control reform initiative and current export control laws and regulations including the STA, VEU, EAA, IEEP, AECA, EAR, and ITAR.

#### RESEARCH ASSOCIATE, BRITISH STANDARDS INSTITUTE

NOV 2011-MAY 2012

Athens, Georgia

- Generated reports on emerging dual-use technologies and current proliferation risks.
- Assisted in the "Technical Development and Network Analysis," special project on behalf of the U.S. Dept. of State.

#### SECURITY LEADERSHIP FELLOW, CENTER FOR INTERNATIONAL TRADE AND SECURITY

AUG 2011-JUL 2012

University of Georgia

- Lead author on joint work report provided to 15 Caribbean Community Heads of State at the United Nations General Assembly; "CARICOM: Working Together Toward Security" September, 2011.
- Conducted research on export controls, global trade compliance, nonproliferation, and supply chain security to provide context for international conference attendees and CITS projects.
- Provided support for and attended the 13<sup>th</sup> and 14<sup>th</sup> Annual Security and Strategic Trade Management Academy for U.S. and foreign officials: October 2011, March 2012.



DAVID W. SULLIVAN

[REDACTED] Fayetteville, Georgia 30214

[REDACTED]

[REDACTED]

## BACKGROUND

Retired military officer / former helicopter instructor pilot with over 2800 hours of flight experience. Owner/operator of balloon repair station since 1994, owner/school administrator for sole balloon flight training program in the Southeast with FAA approval. Previous consulting positions include maintenance data program analysis and changeover for Delta Air Lines, tech writer for contractor for rewrite of FAA training handbooks. Former contract training manager for Raven/Aerostar; developing training program for major manufacturer / supplier of aerostat surveillance programs and equipment to U.S. and foreign government / military agencies.

## EDUCATION

BS, Education/Sociology, Excelsior University, Albany, NY  
Graduate work in Aviation Management/Safety Management, Embry-Riddle Aeronautical University  
Military Instructor Pilot Course, U.S. Army Aviation Center, Fort Rucker, Alabama  
Human Factors and Risk Mitigation Course, U.S. Army Safety Center, Fort Rucker, Alabama  
Accident Investigator's Course, U.S. Army Safety Center, Fort Rucker, AL  
500+ hours safety seminar continuing education in current standards of pilot decision-making, federal regulations, accident analysis, weather and maintenance/repair by the nation's leading authorities in ballooning.

## OCCUPATION

Commercial Pilot, Rotary-Wing/Instrument, and Lighter-than-Air, Free Balloon (limited to airborne heater).  
Balloon Instructor Pilot; Flight Instructor for FAA Air Agency Part 141 Flight School  
Military Instructor Pilot, Rotary-Wing, CH-47 Initial Qualification and Transition Courses  
Hot Air Balloon Repairman; FAA Repairman Certificate 3714815  
Certificated Flight Instructor, Rotary-Wing, 2684028CFI (expired)  
Designated Pilot Examiner SO-11-61  
Corporate Balloon Program Manager/Pilot

## CORPORATE SPONSORS

Harley-Davidson, Evoshield, Ringling Brothers & Barnum and Bailey Circus (Feld Entertainment), World Championship Wrestling, FOX Television, various special shape and appendage balloons

## PUBLICATIONS – BOOKS

Lead Technical Writer/Author, Balloon Flying Handbook, FAA-H-8083-11A  
Technical Writer, Aviation Instructor's Handbook, FAA-H-8083-9A  
Technical Writer, Rotorcraft Flying Handbook, FAA-H-8083-21A  
Technical Writer, Pilot's Handbook of Aeronautical Knowledge, FAA-H-8083-25A  
Project Manger for rewrite of FAA General, Airframe, and Powerplant training handbooks  
Numerous technical publications, field manuals, and concept documents for U.S. Army Aviation Center, Fort Rucker, Alabama



## INDUSTRY ACHIEVEMENTS

- Conceptualized and fielded first fully mobile hot-air balloon repair station in the United States.
- Attended major competitions and events to provide on-site repair and maintenance services for competition balloon pilots.
- Consulted with the Federal Aviation Administration in first major rewrite of Private and Commercial Pilot Practical Test Standards, setting requirements and guidelines for balloon pilot testing and certification.
- Provided the only federally recognized (FAA Part 141) balloon flight training program on the East Coast. In October 2012, the school was selected as one of the top 50 flight training programs in the United States by AOPA (Aircraft Owners and Pilots Association).
- Designated as parts supplier for Raven/Aerostar balloons, which ceased manufacturing in 2008.
- Provides parts and consumable for the Aerostar line of balloons worldwide.
- Currently hold repair station authority for Ball Variometer line of instruments as used in hot air balloons, the only such facility worldwide.
- Certified and brought to market the Digtol DBI3 flight instrument, in partnership with Digtol AB, Stockholm, Sweden. Conceptualized instrument in conjunction with the Design team, and achieved full STC certification in September, 2017. Serves as worldwide distributor and certification holder on three continents for same.

## SEMINAR INSTRUCTION – FEATURED SPEAKER, BFA SANCTIONED SAFETY SEMINARS

- Balloon Federation of America National Convention
- Heart of Dixie Balloon Club, Decatur, Alabama
- Georgia Balloon Association
- Hot Air Balloons in Tallahassee (Florida)
- Wisconsin Balloon Group
- Indiana Balloon Association
- Carolina Balloon Association

## EXPERIENCE

- Balloon Pilot since 1974; helicopter pilot since 1985. Total of over 2800 hours experience with outstanding safety record.
- Balloon repairman since 1994; maintains client base of approximately 80 customers.
- Designated Pilot Examiner, Lighter-than-Air, Free Balloon (limited to airborne heater)
- Previously served as Aviation Safety Counselor, Atlanta FSDO, Atlanta, Georgia

## RELEVANT EXPERIENCE

Nine years as military paralegal; primary focus in military criminal law, with both prosecution and defense experience; claims laws and adjudication. Served as defense counsel in military summary court actions. Has consulted on several civilian litigation actions regarding balloon accidents. Provides advice and counsel to National Transportation Safety Board investigators regarding pilot training/aeronautical decision making and risk management procedures



# David Syen

Atlanta, GA 30324

<b>Education</b>	<b>Georgia Institute of Technology, Atlanta, GA</b> Bachelor of Science in Civil Engineering, 2008			
<b>Employment History</b>	<b>Professional Engineer – Licensed December, 2013</b>  <b>Level II Certified Design Professional – Licensed September, 2014</b>  <b>STV/Ralph Whitehead Associates – Transportation and Infrastructure</b> <i>Roadway Design Engineer, February 2009-Present</i> <i>Project Manager, January 2015-Present</i> <ul style="list-style-type: none"><li>-Monitored schedule, budget, and work effort for projects ranging from sidewalk additions to complete widening/relocation efforts</li><li>-Served as single point of contact for clients and sub-consultants on projects of varying size and complexity</li><li>-Lead design team effort for roadways in the states of Georgia, South Carolina, and North Carolina</li><li>-Additional experience designing roadways in the states of Virginia and Florida</li><li>-Experienced with geometric design, including horizontal alignment, vertical alignment, and cross sections</li><li>-Lead involvement with ROW take calculations</li><li>-Aided in the drainage design and erosion control design for projects of all sizes</li><li>-Lead the design process during concept, preliminary, and final phases</li><li>-Experienced in quantity calculation and engineer's cost estimation</li><li>-Familiarity in plan construction, QA/QC, and typical schedule and budget settings</li><li>-Supported engineering tasks during all aspects of the design process</li></ul> <b>Facilities – Design and Construction – Georgia Institute of Technology</b> <i>Index Maintenance, August 2007-December 2008</i> <ul style="list-style-type: none"><li>-Prepared drawings for addition to online file server system</li><li>-Filed hard copy plans and specifications in physical archive</li><li>-Perform general office tasks</li><li>-Used Auto-Cad to “clean up” Drawings</li></ul>			
<b>Relevant Courses/ Training</b>	Concentration in Transportation and Hydraulics	Introduction to Business Development	Introduction to Pavement Design	
	Right of Way Acquisition	Smart Transportation	First AID/CPR/AED	
	Georgia DOT Plan Development Process	Bentley Learn Seminars (InRoads Training)	Intersection Control Evaluation	
	ASHE Sponsored InRoads User Group Sessions	Overview of Infrastructure Delivery and Financing	Designer Utilities Training	
	STV Project Manager's Training	NPDES Level II Certification Class	Railway Workers Training	
	Georgia DOT Intersection Analysis and Geometric Design			
<b>Skills</b>	Microstation	GeoPak	InRoads	GDOT - CES
	OpenRoads	GuideSign	AutoTurn	



**Relevant  
Projects**

- ~**US 17 Bypass and SC 707/Farrow Parkway, Myrtle Beach, South Carolina**
  - ~At-grade intersection redesigned as SPUI interchange
  - ~Assisted roadway design with interdisciplinary coordination
  - ~Assisted design of extensive traffic staging plans
  - ~Lead construction stage engineering effort (RFI's, construction revisions, etc.)
  - ~Coordination lead between client, design team, and contractor during 4 year construction
- ~**Spout Springs Road Widening, Flowery Branch, Georgia**
  - ~6 mile long widening/relocation of existing corridor
  - ~Aided concept development, alternatives analysis, and VE Study
  - ~Served as roadway designer during preliminary design phase
  - ~Served as lead project engineer during right of way phase and final design phase
  - ~Extensive design work using InRoads software (geometry, templates, corridor modeling, etc.)
  - ~Standard roadway wall layouts and special structural wall coordination
  - ~Extensive right of way design, coordination, and layout (256 affected parcels)
  - ~Aiding in project management responsibilities including but not limited to scoping, fee estimates, and client communication
  - ~Serving as lead project engineer during ongoing construction phase
- ~**I-20 Widening, Lexington County, South Carolina**
  - ~Lead maintenance of traffic design effort during successful design-build pursuit
  - ~Conceptual layout of temporary widening, temporary alignments, traffic shifts, and complex staged construction
  - ~Lead maintenance of traffic design effort during preliminary, final, and RFC plan preparation phases
  - ~Staged construction includes traffic split of interstate lanes with complex traffic shifts for ramp construction
  - ~Currently leading maintenance of traffic design effort during ongoing construction phase. Includes, but not limited to, RFIs, plan revisions, and coordination with contractor for a streamlined construction process
- ~**SR 520 BU @ Flint River, Albany, Georgia**
  - ~Serving as lead project engineer on major bridge replacement project
  - ~800' long bridge over the Flint River in downtown Albany
  - ~Lead design team through concept phase including concept layouts, typical sections, cost estimate, alternatives analysis, and meetings with local stakeholders
  - ~Conceptual analysis required balancing desires of local stakeholders with budget consciousness at the state level
  - ~Currently serving as lead roadway engineer during preliminary plans phase with tasks ranging from general roadway design, coordination with structural/hydraulic engineers, environmentally sensitive area concerns, and public involvement
- ~**SR 376 @ Alapahoochee River, Statenville, Georgia**
  - ~Serving as lead project engineer on bridge replacement project
  - ~425' long bridge over the Alapahoochee River
  - ~Lead design team through concept phase including concept layouts, typical sections, cost estimate, alternatives analysis, and meetings with local stakeholders
  - ~Currently serving as lead roadway engineer during preliminary plans phase which includes heavy coordination with GDOT-Bridge Office and environmental analysts
- ~**SR 62 @ Breastworks Branch, Dry Creek, and Dry Creek Overflow, Blakely, Georgia**
  - ~Serving as lead project engineer on bridge replacement project consisting of 3 bridges on the same alignment
  - ~3 bridges of various lengths
  - ~Proximity to Early County Airport requires additional analysis and coordination to ensure access to the airport will be maintained during construction at all times
  - ~Leading design team through on-going concept phase including concept layouts, typical sections, cost estimate, alternatives analysis, and meetings with local stakeholders.
  - ~Submitted concept report to client for signature ahead of schedule and on budget



**~SR 14 @ CSX Railroad, Union City, Georgia**

- ~Serving as lead project engineer on bridge replacement project over CSX Railroad in south Fulton County
- ~Leading design team through on-going concept phase including concept layouts, typical sections, cost estimate, alternatives analysis, and meetings with local stakeholders.
- ~Proximity to parallel and perpendicular railroads requires high level design and analysis to avoid impacting the railroads and an adjacent gas station

**~CR 784 (Jerry Jones Drive/Eager Road) Improvements, Valdosta, Georgia**

- ~Serving as lead project engineer on road widening and improvements project
- ~Scope calls for the addition of a two-way-left-turn-lane for 2.5 miles along an existing alignment, various right turn lanes, and pedestrian improvements
- ~Lead design team through concept phase including concept layouts, typical sections, cost estimates, alternatives analysis, and meetings with local stakeholders
- ~Lead design team through complicated and accelerated right of way plans phase to achieve right of way authorization per predetermined schedule
- ~Currently serving as lead roadway engineer during ongoing preliminary plans phase which incorporates all manner of design tasks ranging from roadway design to closed system longitudinal drainage design to wall design
- ~High level coordination required due to split funding of project and interest from upper management and board member at GDOT

**~US 27/SR 1 Passing Lane, Harris County, Georgia**

- ~Served as lead project engineer on TIA project to add one northbound passing lane to US 27/SR 1 just south of Hamilton, Georgia
- ~Designed to the approved budget is of paramount concern to stakeholders at the state and local level
- ~Submitted and received approval on concept report ahead of schedule and under budget
- ~Completed final design and submitted construction plans to client with primary focus on budget and schedule
- ~Serving as deputy project manager, aiding the project manager in activities including fee estimates, schedule projections, scoping, and client relations

**~SR 85 Widening, Fayette County, Georgia**

- ~Currently serving as lead project engineer on GDOT project to widen and rehabilitate SR 85
- ~Conceptual level activities are ongoing with a primary focus on traffic volumes and determining logical termini
- ~Currently providing GDOT technical support in order to move funding to the state level and move forward with the original 1.5 mile improvement corridor

**~Mount Gallant Road Widening, York County, South Carolina**

- ~Lead as project engineer on York County project to widen existing Mount Gallant road in Rock Hill, South Carolina
- ~Conceptual design calls for the addition of a 15 foot TWLTL with rural shoulders
- ~The client has specifically requested all design features be done assuming the eventual widening to a 5 lane section
- ~In order to maximize right of way for a future 5 lane roadway, roadside ditches will be constructed and a 10' multi-use path will be installed behind the ditch on one side of the roadway
- ~The project involves 2 bridge replacements over creeks that require close coordination with hydro-analysts and structural designers
- ~Multiple side road intersections lie in the project corridor and will be redesigned to match the new mainline typical section

**~I-85 Widening – Design Build Owner's Representative, Spartanburg/Cherokee Counties, South Carolina**

- ~Serving as maintenance of traffic review engineer for SCDOT Design Build project to widen I-85 north of Spartanburg, South Carolina
- ~Will review the design-build team's MOT plans to ensure that they are in compliance with the RFP and all SCDOT standards and specifications
- ~Heavy coordination between client and design-build team required



**~Gwinnett County GEC Services, Various Locations, Georgia**

- ~Multiple locations of light roadway redesign, pedestrian improvements, and drainage design
- ~Served as project manager, monitoring schedule, budget, and design effort for multiple projects
- ~Single point of contact for client and sub-consultants
- ~Sidewalk and pedestrian improvements
- ~Roadway widening where needed
- ~Utility coordination needed for design of roadway walls

**~Norfolk Southern Bridge Jackings, Various Locations, Alta Vista, Virginia**

- ~Lead roadway design team for 5 bridge raisings over Norfolk Southern Railroad
- ~Designed horizontal and vertical alignments for adequate, proposed clearance
- ~Coordinated with structural designers to ensure synchronization between roadway and structural design
- ~Prepared plans to VDOT standards and specifications

**~Tucker Streetscape Project, Tucker, Georgia**

- ~Lead roadway design team for streetscape project in the City of Tucker
- ~Added pedestrian and drainage improvements to an existing roadway grid
- ~Aspects of design were formulated to minimize right of way and utility impacts
- ~Currently leading the design effort in final design phases

**~McAfee Road Sidewalk Project, DeKalb County, Georgia**

- ~Leading roadway design team for sidewalk project in unincorporated DeKalb County
- ~Added pedestrian and drainage improvements to an existing roadway
- ~Aspects of design were formulated to minimize right of way and utility impacts
- ~Coordinated with MARTA to provide an updated pedestrian facility which necessitated the need for retaining walls
- ~Currently leading the design effort in right of way and final design phases

**~Hiram Lithia Springs Road, Atlanta, Georgia**

- ~Multiple intersection redesigns along Hiram Lithia Springs Road
- ~Aided in all aspects of roadway design

**~East Cherokee Drive and State Route 20, Atlanta, Georgia**

- ~Roadway tasks for intersection redesign
- ~Aided in all aspects of roadway design

**~Peachtree Industrial Blvd and Tench Road, Atlanta, Georgia**

- ~Roadway tasks for intersection redesign
- ~Aided in all aspects of roadway design

**~Fort Mill Southern Bypass, Fort Mill, South Carolina**

- ~Phases 1 and 2
- ~Preliminary, right of way, and final plans for new location roadway
- ~Aided in all aspects of roadway design
- ~Lead design effort for pavement marking and signing along the entire corridor

**~Low Impact Bridge Replacements, Multiple Locations, North Carolina**

- ~Roadway design for various bridge replacements
- ~Extensive interdisciplinary coordination required due to hydraulically driven design criteria
- ~BSR's, CSR's, preliminary and final plan phases
- ~Permit drawings
- ~Aided and/or lead roadway design effort on approximately 30 bridge replacements

**~Miscellaneous**

- ~Norfolk Southern Railroad Coal Rate Case
- ~QA/QC Charlotte Area Transit-Blue Line Extension, Charlotte, North Carolina
- ~Quantity Calculation and QA/QC for Bellwood and Berkley Station Improvements, (IDOT) Chicago, Illinois
- ~Sustainability and environmental impact assessment on New Orleans' Superdome and Atlanta's Georgia Dome
- ~Emergency Access Maps, Statesboro, Georgia
- ~Math Tutoring At Ferguson Elementary School



# Deniz Z.A. Ballero, Ph.D.

September 2019

## Personal Information

Monroe, Georgia 30655

04 July 1971, Passaic, New Jersey  
United States of America

## Career Objective

Current employment as a tenured professor of collegiate biological (microbiology, molecular, organismal, and evolutionary) and geological sciences in the traditional face to face and online learning platforms. Also serve the college as an administrator in academia as department chairperson of online sciences. Volunteer with GSU veterans and police.

Currently a registered Republican but officially identify as *Libertarian* in ideology and philosophy and am enthusiastic to serve my state as a United States Senator.

- Trained scientist that examines the derivation of any statistic—I analyze data and come to my conclusions without cherry picking data to support a specific agenda.
- Wholeheartedly agree with our Founding Fathers, the United States Constitution and refuse this country to become a socialist or communist nation.
- I have supported Donald Trump as candidate for President of the United States throughout the primary. This country needs a NON-politician to set it back on track.
- I will fight for the rights of all Georgians to have the means to take care of themselves.
- I am the daughter of a Turkish immigrant (paternal) and second generation on my maternal side. Up until 2017, I never worked less than 2 jobs simultaneously.

## Education

Ph.D. (GPA 4.0)	Department of Geology, University of Georgia, Athens, GA	2013
M.S. Biology (GPA 4.0)	Department of Biology, Montclair State University, Upper Montclair, NJ	1998
M.S. Geology (GPA 3.9)	Department of Geology, Montclair State University, Upper Montclair, NJ	1998
B.S. Biology (GPA 3.4)	Department of Biology, Montclair State University, Upper Montclair, NJ (with minors in chemistry and geology)	1995
Certification	Earth Science Teaching Certification, New Jersey Department of Education	1998
Certification	Biological Sciences Teaching Certification, New Jersey Department of Education	1995



## Research Interests

Foraminifera represent a numerically large and diverse group of single-celled, eukaryotic, marine organisms that have an extensive fossil record rendering them excellent biostratigraphic, paleoclimatological and paleoenvironmental indicators. Although ribosomal DNA sequences have been used to determine their phylogenetic position among eukaryotes, estimate evolutionary divergence, and address intraspecific classification within the clade, these data sets can be further supported with additional gene markers used in concert. Hypotheses regarding foraminiferal systematics such as, evolutionary divergence for the group, certain suprageneric relationships within the group, placement of ambiguous species and speciation patterns can be further tested. Phylogeny reconstruction using alternative protein-coding genetic markers can be used to supplement preexisting phylogenies based on ribosomal DNA sequences. Phylogeny reconstruction using concatenated gene sequences in conjunction with rDNA markers can be used to rigorously test a consortium of alternative hypotheses regarding foraminiferal ecology, biology and morphology, suprageneric classification and evolutionary patterns.

Doctoral dissertation focused on improving phylogenetic resolution for a selected group of extant, monothalamid (single-chambered) foraminifera through a multi-gene analysis coupled with fine cellular ultrastructure using transmission electron microscopy.

## Relevant Courses of Study

### Biological

Prokaryotic Biology, Pathogenic Bacteriology, Gene Technology, Biology of Protists, Genetics, Cell Biology, Mammalian Anatomy and Histology, Plant Kingdom.

### Technical

Electron Microscopy, Data Analysis, Principles of Systematics.

### Ecological

Microbial Ecology, Ecology, Benthic Ecology, Estuarine Ecology, Limnology, Field Ecology, Paleoecology, Paleocommunities.

### Organismal

Marine Micropaleontology, Zoology I, II, Marine Fishes, Seashore Ornithology, Invertebrate Paleontology.

### Geological

Stratigraphy, Structural Geology, Mineralogy, Petrology, Oceanography, Historical Geology, Earth and the Environment, Meteorology, Introduction to Process Geomorphology\*, History of Life\*, Environmental Geoscience, Environmental Graphics. \*Courses taken for non-credit, non-degree. Attended these courses during employment residency at Valdosta State University.

### Chemical

General Chemistry I, II, Organic Chemistry I, II, Experimental Organic Chemistry I, II, Biochemistry I, Experimental Biochemistry, Molecular Biology I, II.

### Marine Littoral

Courses taken at the New Jersey Marine Science Consortium. Marine Biology, NJ Marine Fossils, Toxic Substances in the Marine Environment, Field Methods.

### Educational

Critical Thinking, Educational Psychology, Educational Philosophy, Effective Teaching-Productive Learning, Field Experience I, II.



# Employment

## **Associate Department Chairperson of Online Science Department**

**2017-**

*Georgia State University—Perimeter College, Online Science Department, Clarkston, Georgia*

- Manage the online science department consisting of fully online faculty, tenure-track faculty with split loads between face to face and online courses, part time faculty and full time lecturers.
- Responsible for conducting classroom observations for full time faculty, final exam scheduling, managing departmental budgets, scheduling courses.
- Full time, online faculty evaluations.
- Rectify student scheduling needs.
- Professional development sessions via webinars and professional meetings (national and regional).
- Continue with online teaching obligations, serving on curriculum committees (geology and environmental science) and college wide committees (i.e. student appeals committee).
- Maintain a continuum between faculty, students, staff and administrators.
- Teach and renovate current only geology courses into new formats to enhance the online student learning experience.

## **Associate Professor of Biology, Geology and Environmental Science**

**2004-**

*Georgia State University—Perimeter College, Online Science Department, Clarkston, Georgia*

- Taught classes both face to face and exclusively online in geology, biology, environmental sciences.
- Served as assistant chairperson for the online science department. Responsible for conducting classroom observations for part time faculty, handling student issues, mediating online faculty with various GPC departments, final exam scheduling. Maintain a continuum between faculty, students, staff and administrators.
- Designed course template for Environmental Science ENVS1401 for the online college.
- Teach GEOL1121 Principles of Physical Geology lecture, GEOL1121L Principles of Physical Geology Laboratory and ENVS1401 Environmental Science exclusively online using the college icollege platform (, WebCT Vista, Desire 2 Learn).
- Instructor for GEOL1121 Principles of Physical Geology lecture and laboratory and GEOL1122 Principles of Historical Geology lecture and laboratory, BIOL1402L Cell Biology and Genetics Laboratory.
- Taught biology for majors BIOL2107 Principles of Biology I lecture and BIOL2108 and BIOL2108L.
- Serve the college through of suite of committees (geology curriculum, environmental science curriculum, faculty and staff hiring committees, iCollege Advisory Committee, Online Academic Exclusion Committee and more).
- Actively attended and presented at regional, national and international conferences (Geological Society of America, Forums 2010, Southeastern Microscopy Society, as examples).

## **Term to Term Instructor**

**2003-2004**

*Georgia Perimeter College, Science Department; Lawrenceville, Georgia*

- Instructor for GEOL1121 Principles of Physical Geology lecture and laboratory and GEOL1122 Principles of Historical Geology lecture and laboratory, BIOL1402L Cell Biology and Genetics Laboratory.
- Served on the Geology Curriculum Committee.

## **Part Time Instructor**

**2003**

*Georgia Perimeter College, Science Department; Lawrenceville, Georgia*

- Instructor for BIOL2108 Principles of Biology II lecture and laboratory and BIOL1402 Cell Biology and Genetics lecture and laboratory.
- Prepare lectures using computer visual aids (powerpoint presentation), webct and the internet to maintain lectures at the forefront of technology and current on biological and geological research.
- All courses are accessible to students on webct. Students can download class notes/outlines, study guides, images and homework assignments as well as visit selected html links and perform internet exercises.



**President and Founder****2002-***Save Our Strays, Inc. D/B/A S.O.S., Inc.; Monroe, Georgia*

- Founded a non-profit (501c3 tax exemption) animal rescue organization dedicated to companion animal rescue serving the metro-Atlanta area.
- Serve as President and Treasurer of the organization.
- Responsible for grant writing, pulling animals from animal control, hold adoption sessions, manage veterinary care, business accounting and volunteer staff.
- Successfully written a national grant funding a low-cost spay/neuter program P.E.T.S. (Preventing Euthanasia Through Sterilization), a subsidiary of Save Our Strays, Inc.
- Web page design [www.saveourstraysatlanta.com](http://www.saveourstraysatlanta.com).

**Research Assistant, Instructor****2000-2002, 2006-2010***Department of Geology, The University of Georgia; Athens, Georgia*

- Instructor for the non-major science elective course entitled 'Earth Processes and Environments'.
- Collection and maintenance of Foraminifera specimens.
- Application of electron microscopy to foraminiferal studies.
- Personal Web Page design.

**Lab Coordinator and Instructor****1998-2000***Department of Physics, Astronomy and Geosciences, Valdosta State University; Valdosta, Georgia*

- Instructor for 'Principles of Physical Geology' (lecture and lab), 'Introduction to Landforms' (lecture and lab), 'Introduction to Weather and Climate' (lab) and 'Principles of Historical Geology' (lab) for the major required and non-major science electives.
- Created new laboratory exercises for Physical Geology and Historical Geology incorporating critical thinking, metacognition and hands-on field and classroom activities.
- Cataloged and organized departmental topographic/geologic maps, fossils, rock and mineral samples. Managed a budget and ordered supplies and equipment for the entire department.
- Served as chair of the Space Utilization Committee and played an active role serving on the departmental Geography Area, Geology Area, Policy and Procedures and Vision Committees.
- Served on geography/geology faculty search committees.
- Maintained student scholarship applications in geology/geography.

**Adjunct Professor****1998***Department of Earth and Environmental Studies, Montclair State University; Upper Montclair, NJ*

- Instructor for the non-major science elective 'Natural Disasters' course.
- Topics of instruction included continental drift, sea floor spreading, plate tectonics, earthquakes, volcanism, streams and flooding, mass wasting and coastal and atmospheric hazards.
- Incorporated hands-on activities including mineral/rock identification, earthquake intensity and locating epicenter activities, coastal erosion via topographic maps and flood prediction using recurrence intervals.

**Graduate Assistant****1996-1998***Department of Earth and Environmental Studies, Montclair State University; Upper Montclair, NJ*

- Laboratory lecturer/instructor for the 'Historical Geology' and 'Earth and the Environment' undergraduate, major and elective courses.
- Prepared and executed weekly lectures, laboratory investigations, practicum/quizzes and evaluated student laboratory reports.
- Investigations included rock/mineral/fossil identification, taxonomy, structural geology, earthquakes, groundwater, floods, coastal processes and local field trips.
- Acted as an unofficial advisor to biology and geology students.



**Research Volunteer in Molecular Biology****1997****Department of Biology, Montclair State University; Upper Montclair, NJ**

- Research concentrated on site-directed mutagenesis of the human gene DSEF-1 whose product is involved in regulation of gene expression.
- Research goal was to construct a structural/functional map of the DSEF-1 auxiliary protein product.
- Employed PCR techniques for site-directed mutagenesis, agarose gel electrophoresis for diagnostics and DNA purification, prepared competent cell lines for transformation.

**Adjunct Professor****1996****Department of Biology, Bloomfield College; Bloomfield, NJ**

- Laboratory instructor for the 'Genetics' and 'Microbiology' courses for biology and nursing majors.
- Assumed full responsibility for the instruction of laboratory investigations and the preparation of original practicum/quizzes.
- Topics of instruction in genetics included Mendelian genetics, colony transformation, DNA extraction, restriction digestion of plasmids, agarose gel electrophoresis for DNA separation, and *Drosophila* culture and crossing.
- Microbiological topics included microbial identification through varied staining methods, isolation of cultures, bacterial analysis of milk and water, IMViC testing, effects of chemicals and UV radiation on bacteria, and aseptic media/culture preparation.

**Instructor****1996****Academically Gifted and Talented Program, Montclair State University; Upper Montclair, NJ**

- Designed and executed original lessons about the Earth and the Environment for the academically gifted and talented program for student grades 4 through 6.
- Activities concentrated on micro/macrosopic fossils, rocks and minerals, lithologic structures and processes, map reading and fossilization mechanics.

**Science Demonstrator****1994-1996****Demonstrations Department, Liberty Science Center; Jersey City, New Jersey**

- Performed hands-on, live science demonstrations involving physical, chemical and physiological concepts to audiences of variable sizes, age groups and learning abilities.
- Co-designed original demonstrations relating to chemistry and physics concepts.

**Student Assistant****1993-****1996****Departments of Biology and Earth and Environmental Studies, Montclair State University; Upper Montclair, NJ**

- Provided classes with demonstrations on proper laboratory techniques, taught/assisted in laboratory investigations and prepared materials for exercises.
- Ordered and maintained live *Drosophila* cultures and prepared solutions.
- Organized and maintained the zoology, anatomy and histology, microbiology, genetics and geology laboratories and stockrooms.

**Science Educator (Biology)****1994****Science Department, Nutley High School; Nutley, NJ**

- Student teacher for tenth grade, heterogeneous biology classes.
- Provided a comfortable, open-discussion classroom, incorporated critical thinking assignments into units and encouraged group work, cooperative learning and peer teaching.
- Prepared original lesson plans, laboratory investigations, activities, demonstrations and tests.



## Collegiate Service

### **Georgia Perimeter College; Clarkston, Georgia**

Chairperson, Geology Faculty Search Committee (3 positions) 2019-2020  
Physics Search Committee (2 positions) 2019  
Faculty Senate Student Discipline Committee 2019-2021  
Faculty Senate Admissions and Standards Committee 2019-2021  
Online Academic Honesty Appeals Committee 2017-  
Administrative Assistant Search Committee (X2 positions) 2017  
Biochemistry Course Development Committee 2013  
Anatomy and Physiology Search Committee 2011  
Biology Lecturer Search Committee (Online) 2012  
Online Testing Coordinator Search Committee 2011  
Online Academic Exclusion Committee (College) 2010-2016  
Geology Curriculum Committee (College) 2003-  
Biology Curriculum Committee (College) 2003-  
Environmental Science Curriculum Committee (College) 2003-  
Lab Supervisor Search Committee (Newton) 2008  
Hospitality Committee (Newton) 2007-2008  
Geology Faculty Search Committee (College) 2008  
Anatomy and Physiology Search Committee (College) 2011  
Online Testing Coordinator Search Committee (College) 2011  
Secretary for Geology, Environmental Science and Online Science Department Committees (2009-)  
OIT IT Specialist Search Committee (College) 2009-2010  
Online Faculty Mentor Committee (2010)  
Course Materials Review Committee (2010)  
Recycling Committee (Newton) 2007-2009  
Chairperson Geology Curriculum Committee (College) 2005-2006  
Commencement Committee (College) 2004-  
Advisement Committee (College) 2005-2006  
Distance Learning Academic Oversight Committee (College) 2005-  
Faculty Senate Alternate (College) 2004-2005  
Faculty Senate, Science, Newton Campus 2007-2008  
Student Recognition and Awards Committee (Campus) 2004-  
Student Volunteer Corps, Faculty Member (Campus) 2003-  
Social Committee (Department) 2003-  
Awards and Recognition Committee (Campus) 2003-2007  
Departmental Awards and Recognition Committee 2009-  
Advising Specialist (Department)  
Faculty Mentor for Part-Time Faculty (Department) 2003-  
Faculty Mentor for Save Our Strays 2004-2006  
Service Learning Faculty Fellow 2004-  
Instructional Technology Scholar 2005-2006  
Grades Appeal Committee 2005

### **Department of Physics, Astronomy and Geosciences; Valdosta State University; Valdosta, Georgia**

Space Utilization Committee, Chairperson  
Policy and Procedures Committee  
Vision Committee  
Geology Area Committee  
Geography Area Committee  
Faculty Search Committees for Geology and Geography



## Collegiate Teaching Experience

### ***Department of Online Science, Georgia State University Perimeter College; Clarkston, Georgia***

Principles of Physical Geology Lecture and Laboratory (for majors and non-majors)  
Principles of Historical Geology Lecture and Laboratory (for majors and non-majors)  
Environmental Science

### ***Department of Science, Georgia Perimeter College; Lawrenceville, Georgia***

Principles of Biology I Lecture and Laboratory (for majors)  
Principles of Biology II Lecture and Laboratory (for majors)  
Cell Biology and Genetics Lecture and Laboratory (for non-majors)  
Principles of Physical Geology Lecture and Laboratory (for majors and non-majors)  
Principles of Historical Geology Lecture and Laboratory (for majors and non-majors)  
Environmental Science

Principles of Physical Geology (Distance Learning)  
Environmental Science (Distance Learning)

### ***Department of Biology, Bloomfield College; Bloomfield, New Jersey***

Genetics Laboratory  
Microbiology Laboratory  
Assistant to the professor in Anatomy and Physiology I

### ***Department of Biology, Montclair State University; Upper Montclair, New Jersey***

Assistant to the professor in  
Genetics  
Mammalian Anatomy and Histology  
Field Ecology  
Animal Form and Function (Zoology)

### ***Department of Geology, The University of Georgia; Athens, Georgia***

Earth Processes and Environments, Lecture

### ***Department of Physics, Astronomy and Geosciences; Valdosta State University; Valdosta, Georgia***

Principles of Physical Geology, Lecture and Laboratory  
Introduction to Landforms, Lecture and Laboratory  
Principles of Historical Geology, Laboratory  
Introduction to Weather and Climate, Laboratory

### ***Department of Earth and Environmental Studies, Montclair State University; Upper Montclair, NJ***

Natural Disasters, Lecture  
Historical Geology, Laboratory  
Earth and the Environment, Laboratory



## Grants and Awards

2019 Learning Improvement Grant (CETL) (application pending)	\$300.00
2019 Travel Grant SAGE 2YC Geological Society of America Meeting	\$900.00
2018 Travel Grant SAGE 2YC Geological Society of America Meeting	\$1000.00
2014 Geoscience Education Division Grant (GSA)	\$250.00
2014 Subaru Two Year College Travel Grant (GSA)	\$200.00
2014 Geological Society of America, Student Travel Grant	\$50.00
2014 Georgia Governor's Teaching Fellow	\$1500.00
2014 Graduate Student of the Year, University of Georgia, Geology Department	
2013 Watts-Wheeler Student Travel Grant, UGA Geology Department	\$415.00
2013 Subaru Two Year College Travel Grant (GSA)	\$200.00
2013 Geological Society of America, Geosciences in Two Year Colleges Travel Stipend	\$400.00
2013 Geological Society of America, Student Travel Grant	\$100.00
2012 Watts-Wheeler Student Travel Grant	\$100.00
2012 Geological Society of America, Geosciences in Two Year Colleges Travel Stipend	\$400.00
2012 Geological Society of America, Student Travel Grant	\$70.00
2010 Cushman Student Travel Award, Cushman Foundation for Foraminiferal Research	\$1250.00
2009 Watts-Wheeler Student Aid Grant, UGA Geology Department	\$700.00
2009 Lerner-Gray Award, National Museum of Natural History	\$1960.00
2009 Levy Award for Marine Research, UGA Graduate School	\$1500.00
2009 Rodney M. Feldmann Student Research Award, Paleontological Society	\$750.00
2009 Geological Society of America, Student Research Grant	\$625.00
2009 Geological Society of America, Student Travel Grant	\$137.00
2008 Watts-Wheeler Student Aid Grant, UGA Geology Department	\$1000.00
2007 Loeblich and Tappan Student Research Award, Cushman Foundation for Foramin. Res.	\$660.00
2007 Geological Society of America, Student Travel Grant	\$100.00
2007 Minority and Women in the Geosciences Student Grant, Geological Society of America	\$750.00
2007 Friends of UGA Marine Institute (Ultrastructure, EM funding)	\$1000.00
2002 Cushman Foundation for Foraminiferal Research	\$700.00
2002 Levy Grants-In-Aid for Graduate Students in Marine Geology, The University of Georgia	\$1500.00
2002 Wheeler-Watts Award, Department of Geology, The University of Georgia	\$1810.00
2001 Wheeler-Watts Award, Department of Geology, The University of Georgia	\$1650.00
1997 Margaret and Herman Sokol Award for International Graduate Research	\$5000.00



## Peer Reviewed Publications and Presentations

**Ballero, D.Z.A** and Bouker, P.A. 2019. Improving the learning experience and increasing student success in two year online geology courses. Geological Society of America Abstracts with Programs, xx (x), p. Abstract under review.

**Ballero, D.Z.A.**, Habura A. and Goldstein, S.T. In prep. Testing the fidelity of SSU based phylogenies in selected monothalamous foraminifera: coupling multi-gene phylogenetics with ultrastructure.

**Ballero, D.Z.A** and Goldstein, S.T. 2014. Anatomy of an orphaned monothalamid foraminiferan: fine structure and phylogenetic position. Geological Society of America Abstracts with Programs, 46 (6), p. 336.

Goldstein, S.T., **Ballero, D.Z.A** and Richardson, E. 2014. *Allogromia* spp. revisited: a new strain of a well-known foraminiferan. Geological Society of America Abstracts with Programs, 46 (6), p. 336.

**Ballero, D.Z.A** and Bouker, P.A. 2014. Warming up the brain: Evoking student interest while evaluating background knowledge in introductory physical geology course. Geological Society of America Abstracts with Programs, 46 (6), p. 646.

**Ballero, D.Z.A.**, Habura, A. and Goldstein, S.T. 2013. In or out? Application of a multi-gene analysis testing the fidelity of the morphologically diverse Clade E allogromiid foraminifera. Geological Society of America Abstracts with Programs, 45 (7), p. 474.

**Altin-Ballero, D.Z.**, Habura, A. and Goldstein, S.T. 2013. *Psammophaga sapela* n. sp., a new monothalamous foraminiferan from coastal Georgia, U.S.A.: fine structure, gametogenesis, and phylogenetic placement. Journal of Foraminiferal Research, v. 43, no. 2, pp. 113-126.

**Ballero, D.Z.**, Habura, A., Schroeder, P. and Goldstein, S.T. 2012. Fine Structure, Reproduction and Phylogeny of a New Species of *Psammophaga* (Foraminifera) from Coastal Georgia, USA. Geological Society of America, Abstracts with Programs, 44 (7).

**Altin-Ballero, D.Z.**, Habura A. and Goldstein, S.T. 2010. Phylogeny Reconstruction of Selected Clade E Allogromiid Foraminifera Using Multiple Genetic Markers, Forams 2010, Bonn, Germany.

**Altin, D. Z.** Habura, A. and Goldstein, S.T. 2009. A new allogromiid foraminifer *Niveus flexilis*, nov. gen, nov. sp. from coastal Georgia, USA: Fine structure and gametogenesis. Journal of Foraminiferal Research, 39 (2), pp.73-86.

**Altin, D.Z.** and Goldstein, S.T. 2009. Comparison of Cellular Fine Structure of Selected "Clade E" Allogromiid Foraminifers from Coastal Georgia, USA. Geological Society of America Abstracts with Programs, 41 (1) p. 52.

**Altin, D. Z.** and Bouker, P.A. 2008. Elluminate! Live your class. Geological Society of America Abstracts with Programs, 40 (4).

**Altin, D.Z.** and Goldstein, S.T. 2009. A Fine Structural Comparison of Selected Clade E Allogromiid Foraminifera: Could Ultrastructure Hold Phylogenetic Clues? Geological Society of America, Abstracts with Programs, 41 (7), p.562.

**Altin, D.Z.** 2009. A Fine Structural Comparison of Selected Clade E Allogromiid Foraminifera: Could Ultrastructure Hold Phylogenetic Clues? Southeastern Microscopy Society.

**Altin, D.Z.** and Bouker, P.A., 2008 and 2007. *Elluminate Live! Your Class*. Southeastern Scholarship Conference on E-Learning, Macon Georgia; October 2007 Georgia Perimeter College Faculty Development Day; SEGSA.

**Altin, D.Z.** 2008. *Morphology versus the Molecule: The application of the Total Evidence Approach for phylogeny reconstruction in Foraminifera*. November, 2007. UGA Geology Brown bag presentation; Montclair State University, Department of Earth and Environmental Studies, invited guest speaker.



**Altin, D.Z.,** Habura, A., Goldstein, S.T. 2007. A New Allogromiid Foraminifer from Coastal Georgia, USA. Fine Structure and Gametogenesis. Geological Society of America, Abstracts with Programs, 39 (6).

**Altin, D.Z.,** E.E. Chatelain, J.A. Hyatt, M.A. Leake and J.H. Tepper. 1999. Laboratory Manual for Physical Geology Third Edition. Burgess International Publishing Group, Edina, Minnesota.

Pope, G.A., Brown, G. and **Altin, D.** 1998. Calibrated weathering rates from archaeological and historical rock surfaces in Portugal. Submitted for the International Geographical Union Regional Conference; Lisbon, Portugal.

## Technical Skills

### Biotechnical Skills

Cloning  
Aseptic media/culture and solution preparation  
PCR Techniques  
Agarose and SDS-PAGE gel electrophoresis  
Bacterial transformations and plasmid mini-preparations  
DNA purification  
Light/UV spectroscopy for DNA quantification  
Transmission and Scanning Electron Microscopy  
Primer Design  
Sequence Alignments  
Geneious Software  
Mr. Bayes, PhymI, MEGA 5 GenBank, BLAST

### Geological/Ecological Skills

Global Positioning Systems (GPS)  
Fence Diagrams and Graphic Columns  
Sediment Grain Size Analysis  
Rock Thin Section Preparation and Petrographic Microscopy  
Benthic and planktonic sampling via trawl, grab, and plankton net methods  
Estuarine, Marine and Freshwater Quality Analysis

### Instructional Technology

Desire 2 Learn/ Blackboard  
Webct VISTA  
Microsoft Office  
Illuminate, Wimba, Blackboard Collaborate, Online Meeting Software  
SMART Board/Symposium\  
Computer/Overhead AV Equipment  
DOC Camera and Projection Microscope  
Hands-on Demonstrations  
Adobe Software  
Webex



## Academic Honors, Certifications and Professional Development

International Association for Geoscience Diversity 2013-  
 Southeastern Microscopy Society 2009- (Board of Directors 2018-)  
 Geological Society of America 2007-  
 The Paleontological Society 2007-  
 Georgia Academy of Science, 2004-  
 International Society of Protozoologists, 2001-  
 Cushman Foundation for Foraminiferal Research, 2001-  
 Georgia Geological Society, 1999-  
 Phi Kappa Phi National Honor Society, Montclair State University Chapter, 1997-

Georgia Governor's Teaching Fellow 2014  
 Radiographic Techniques and Radiographic Safety for Veterinary Technicians, Certification, 2006  
 Golden Grid Award, Center of Advanced Ultrastructural Research, 2000  
 Outstanding Master's Degree Candidate, College of Math and Science, Montclair State University, 1998  
 Earth Science Certification for Secondary Education, Montclair State University, 1998  
 Margaret and Herman Sokol Award for International graduate Study Research, 1997  
 Commissioner's Distinguished Teachers Candidate Award, New Jersey Department of Education, 1995  
 Biological Science Certification for Secondary Education, Montclair State University 1995  
 Dean's List, School of Mathematics and Natural Sciences, Montclair State University, 1993-1995

Geological Society of America National Meeting, Phoenix, Arizona	2019
Southeastern Microscopy Meeting, Chattanooga, Tennessee	2019
Southeastern Microscopy Meeting, Columbia, South Carolina	2018
National Geological Society of America Meeting, Indianapolis, Indiana	2018
Southeastern Geological Society of America Meeting, Knoxville, Tennessee	2018
National Geological Society of America Meeting, Denver, Colorado	2016
Southeastern Geological Society of America Meeting, Chattanooga, Tennessee	2015
National Geological Society of America Meeting, Vancouver, British Columbia	2014
National Geological Society of America Meeting, Denver, Colorado	2013
National Geological Society of America Meeting, Charlotte, North Carolina	2012
Forams '10, Bonn, Germany	2010
Southeastern Geological Society of America Meeting, Baltimore, Maryland	2010
Southeastern Geological Society of America Meeting, Tampa, Florida	2009
Southeastern Microscopical Society Meeting, Athens, Georgia	2009
National Geological Society of America Meeting, Portland, Oregon	2009
Southeastern Geological Society of America Meeting Charlotte, North Carolina	2008
Geological Society of America Meeting, Denver, Colorado	2007
Southeastern Geological Society of America Meeting Savannah, Georgia	2007
Southeastern Scholarship Conference on E-Learning Macon, Georgia	2006
Southeastern Geological Society of America Meeting Knoxville, Tennessee	2006
C-Sloan International Conference on Asynchronous Learning Networks, Orlando, Florida	2005, 2006
Southeastern Geological Society of America Meeting Biloxi, Mississippi	2005
Georgia Academy of Sciences Meeting, Barnesville, Georgia Perimeter College	2005
Instructional Technology Scholar	2005-2006
State of the Art in Biology Meeting, Athens, Georgia	2006



## Graduate Research

*The application of the total evidence approach for phylogenetic reconstruction of selected monothalamous foraminifera of Sapelo Island, Georgia, USA.* Ph.D. Dissertation, University of Georgia, 2013.

*Vertical distribution of light penetration, chlorophyll content and diatom assemblages of intertidal estuarine sediments of Shark River; Avon, New Jersey.*

Collaborative research with C.D. Valenti under the advisement of Dr. J. Michael McCormick, Department of Biology, Montclair State University; Upper Montclair, New Jersey. Fall 1997.

*Site-directed mutagenesis of the human auxiliary protein, DSEF-1.*

Collaborative research with C.D. Valenti and G. Balaburski, under the advisement of Dr. Paramjeet S. Bagga, Department of Biology, Montclair State University; Upper Montclair, New Jersey. Summer 1997.

*Microfacies analysis of carbonate sedimentary environments through petrographic investigations; a comparison of two distinct carbonate suites from a Western Pacific Guyot and Lanai Lookout, Oahu.*

Collaborative research with C.D. Valenti, under the advisement of Dr. Jonathan M. Lincoln, Chairperson, Department of Earth and Environmental Studies, Montclair State University; Upper Montclair, New Jersey. Spring, 1997.

*Beach profiling and sediment sorting analysis along three distinct areas of a modern sedimentary beach environment; Sandy Hook, New Jersey.*

Original research project, under the advisement of Dr. Jonathan M. Lincoln for a Stratigraphy course. Spring, 1996.

## Additional Presentations

*Leptospira: an emerging zoonotic pathogen.* Presented in Bacterial Pathogenesis, spring 2014, University of Georgia.

*Bioluminescence in Vibrio fisheri: biochemistry and lux regulation.* Presented in Prokaryotic Biology, spring 2014, University of Georgia.

*Increasing Accessibility, Interest and Understanding: The application of multimedia elements in distance and face to face courses.* March 2007, Southeastern Geological Society of America Meeting, Savannah, Georgia; September 2006, Southeastern Scholarship Conference on E-Learning, Macon, Georgia; February 2006, Georgia Perimeter College, Faculty Development Day.

*What is it to be alive? The requirements for the first life on earth.* March, 2003. Georgia Perimeter College, Geology and Physics search committee. Talk discussed the conditions necessary for the appearance of the first cells on earth.

*Hormonal regulation of human digestion: The how and why we don't digest ourselves.* March, 2003. Georgia Perimeter College, Biology search committee. If we are what we eat, then how do animals avoid digesting their own tissues. Talk discussed some regulatory metabolic feedback loops involved in human digestion focusing on how and when certain systems turn on and off to prevent self-digestion.

*Applications of Molecular Technology to Assess the Diversity of Life on Earth.* April, 2003. Georgia Perimeter College, Biology search committee. Talk discussed the advances of molecular technology as a tool for inferring phylogenetic relationships with emphasis on re-classifying of life on earth.



*Deep-Sea Benthic Foraminifera. What's going on down there?* Presented in Paleocommunities, spring, 2002, The University of Georgia.

*Molecular Systematics in Foraminifera.* Presented in Gene Technology, spring 2002, The University of Georgia.

*The effects of ultraviolet radiation on bacterioplankton DNA as a function of diel patterns, depth and cell size.* Presented in Microbial Ecology, spring 2001, The University of Georgia.

*Deep sea, subsurface bacterial communities.* Presented in Microbial Ecology, spring 2001, The University of Georgia.

*Reproduction and Life Cycles in the Foraminifera.* Presented in Biology of Protists, spring 2001, The University of Georgia.

*What is a Rock? Be a rock.* Guest talk at local elementary school. Discussed different types of rocks, igneous, sedimentary and metamorphic, how they form, and how to 'be' one. S.L. Mason Elementary School, Valdosta, Georgia. May, 1999.

*The New Jersey Coastline: Geomorphological Processes and Environmental Impacts.* Discussed geomorphic processes acting on the New Jersey Coastline and addressed environmental impacts and human impacts of the region. Valdosta State University, Valdosta, Georgia. June 1998.

*Volcanoes and the Ring of Fire.* Discussed the types of volcanoes, their geographic distribution and lithological components. Montville High School, New Jersey, Earth Science, 9th Grade. April, 1998.

*Glaciers: How they form and how they move.* Discussed processes of alpine and continental glacier formation and driving forces on glacial movement. Included demonstrations showing the development of ground and terminal moraines, and glacial scratches/scouring. Landforms that are produced were also discussed. Kinnelon High School, New Jersey, Earth Science, 9th Grade. April, 1998.

*Vertical distribution of light penetration, chlorophyll content and diatom assemblages of intertidal estuarine sediments of Shark River; Avon, New Jersey.* Research concluded that light penetration increased when chlorophyll and organic constituents were removed from sediments. Graduate Research in Biology, fall, 1997.

*Microfacies analysis of carbonate sedimentary environments through petrographic investigations; a comparison of two distinct carbonate suites from a Western Pacific Guyot and Lanai Lookout, Oahu.* Carbonate rocks were classified on their fossil content, allochemical components and matrices. Samples were assigned formal carbonate names and depositional environments. Post-depositional events were also addressed. Graduate Research in Geology, spring, 1997.

*Beach profiling and sediment sorting analysis along three distinct areas of a modern sedimentary beach environment; Sandy Hook, New Jersey.* Original research analyzed the sedimentology with respect to geographic zones (using beach profiling) along Sandy Hook. Poster presentation for Stratigraphy, spring, 1996.

*Geology of Sandy Hook.* Presentation focused on the geomorphologic nature of the New Jersey coastline and the formation of Sand Hook over time. Physics of wave dynamics and beach preservation methods were also discussed. Presented in Advanced Marine Geology, fall, 1995.

*The OB(obese) gene.* Discussed the molecular technology and physiology of contemporary research leading to the discovery of a protein product associated with human obesity. Presented in Molecular Biology I, fall, 1995.



## References

**Dr. Solomon Fesseha**  
Chair, Physical Sciences  
Georgia State University, Perimeter College

████████████████████  
Clarkston, Georgia 30021  
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████████████████████

**Dr. Susan T. Goldstein**  
Department of Geology  
The University of Georgia  
████████████████████  
Athens, Georgia 30602-2501

████████████████████  
Dr. Goldstein was my major professor at UGA for my doctoral program.

**Dr. Paulos Yohannes**  
Dean of Science  
Georgia State University, Perimeter College

████████████████████  
Clarkston, Georgia 30021  
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**Dr. Mark A. Farmer, Director**  
Biology Department Chair  
The University of Georgia  
Athens, Georgia 30602-2501

████████████████████  
Student in Dr. Farmer's electron microscopy and biology of protists courses; also he served as a member on my dissertation committee.

**Dr. Jonathan M. Lincoln, Chairperson**  
Dean, College of Science and Technology  
Bloomsburg University of Pennsylvania

████████████████████  
Bloomsburg, Pennsylvania 17815

████████████████████  
Worked under Dr. Lincoln as an adjunct professor, graduate assistant and student assistant as well as co-taught the undergraduate course 'Historical Geology' under my assistantship.

**Dr. Carl McAllister**  
Chair, Life and Earth Sciences  
Georgia State University, Perimeter College

████████████████████  
Clarkston, Georgia 30021  
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████████████████████

**Polly A. Bouker**  
Associate Professor  
Department of Science  
Georgia State University, Perimeter College

████████████████████  
Covington, Georgia 30014

████████████████████  
Ms. Bouker is my colleague at GPC.

**Dr. Sally Walker**  
Department of Geology  
The University of Georgia

████████████████████  
Athens, Georgia 30602-2501

████████████████████  
Student in several of Dr. Walker's paleontology courses; she also served as a member on my committee.

**Dr. Dennis Marks, Professor Emeritus**  
Department of Physics, Astronomy and Geosciences  
Valdosta State University  
Valdosta, Georgia 31698

████████████████████  
Served as Lab Coordinator and Instructor under the supervision of Dr. Marks.

**Dr. Edward Chatelain, Department Head**  
Department of Physics, Astronomy and Geosciences  
Valdosta State University  
Valdosta, Georgia 31698

████████████████████  
Co-taught the course 'Introduction to Historical Geology' with Dr. Chatelain.



# DENNIS DAVENPORT

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## Summary of Qualifications

Dynamic Manager with solid experience in manufacturing combined with excellent administrative management skills. Seeking long term employment with a strong company.

## Experience

### **Area EH&S Manager: WestRock Container LLC**

**College Park, GA**

**April, 2015- Present**

- Oversee Corporate Environmental Health and Safety initiatives for the WestRock Atlanta Complex
- Creating, updating and maintaining Safety and Environmental policies for the three facilities
- Property Conservation and Security, FM Global liaison
- Applying for, securing and maintaining all applicable permits
- Working knowledge of environmental regulations, (CAA, CWA, RCRA, SARA, EPCRA, and CERCLA.
- Conduct annual facility environmental and safety assessments
- Oversee process wastewater treatment
- Accident investigation, OSHA 300/300A recordkeeping
- Workers Compensation

### **EH&S Manager: Carrier Corporation**

**Carlyle Compressor**

**February, 2009- April 2015**

**Stone Mountain, GA.**

- Responsible for the health, safety of 300 employees.
- Lowered TIR from 3.28 to 0.42 between 2008 and 2013
- Facility has completed One Million man hours without a lost time injury
- Reduced Workman's Compensation cost by \$500,000
- Property Conservation, Environmental Compliance
- Creating, updating and maintaining Safety and Environmental policies
- Applying for, securing and maintaining all applicable permits
- Working knowledge of environmental regulations, (CAA, CWA, RCRA, EPCRA, and CERCLA.
- Conduct annual facility environmental and safety assessments
- Manage Hazardous Waste Program for Large Quantity Generator
- Oversee process wastewater treatment
- Accident investigation, OSHA 300/300A recordkeeping
- Workers Compensation



## **Environmental Health and Safety Manager**

**International Paper Company  
Stockbridge, GA**

**June, 2003 – February 2009**

- Responsible for the health, safety of 90 employees.
- Lowered Total Incident Rate from 28.3 to Zero between 2003 and 2006 with a reduction in Workmen's Compensation Allocation of \$436,000.
- Facility operated with zero accidents In 2006 and 2007
- Facility completed One Million work hours with no lost time injuries
- Property Conservation, Environmental Compliance
- Creating, updating and maintaining Safety and Environmental policies
- Applying for, securing and maintaining all applicable permits
- Conduct annual facility environmental and safety assessments
- Oversee process wastewater treatment
- Accident investigation, OSHA 300/300A recordkeeping
- Workers Compensation

## **Manufacturing Process Manager**

**Packaging Corporation of America  
East Point, GA.**

**June, 1998 to March, 2003**

- Managed interaction between sales and manufacturing to improve quality, productivity and scheduling
- Provided Guidance to Sales Representatives and customers in resolving complaints
- Instrumental to installation and completion of ISO 9001 Training and Certifications

## **Plant Superintendent**

**Packaging Corporation of America  
East Point, GA**

**May, 1982 to June, 1998**

- Twenty one employees and three supervisors on five production lines
- Responsibilities included efficient machine operation and scheduling, quality control, raw materials and in work inventories
- Manager of plant weekend clean up and shut down

## **Awards Received**

- Fibre Box Association 2007 Safety Award for plants operating between 150,001- 200,000 work hours. Zero Total Incident Rate
- Container the Americas Safety Award for Zero Total Incident Rate 2006, 2007
- Pulp and Paper Safety Association No Lost work Days Awards 2004, 2005, 2006, 2007
- Fibre box Association Safety Excellence Awards No Lost Work Days 2004, 2005, 2006, 2007
- American Forest and Paper Association Safety Excellence Certificates No Lost Work Days 2004, 2005, 2006, 2007
- Georgia Department of Labor Safety Engineering Department Awards of Excellence 2004, 2005, 2006, 2007, 2016
- Perfect Attendance Awards 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017



**Education**

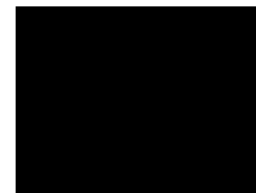
- International Paper Environmental Health and Safety University (2004)
- 30Hour OSHA Compliance Course (2004)
- "Easy To Do Business With" Customer Service Seminars (1999-2003)
- Dun and Bradstreet, Industrial Management Course, Atlanta Tech (1998)
- Georgia Institute of Technology, Department of Industrial Education Woodruff School, Industrial Engineering Associates Degree
- General Studies Course, Southern Tech Marietta, Ga.

**Organizations**

- Member of the Travelers Protective Association (Non-Profit fraternal association)
- Member American Society of Safety Engineers
- Member National Fire Protection Association
- Pulp and Paper Safety Association



DERICK STEPHEN MCCONNELL, APRN FNP-BC  
Gainesville, Georgia  
www.linkedin.com/in/derick-mcconnell-FNP



**FAMILY NURSE PRACTITIONER ✦ CALLABORATIVE HEALTHCARE TEAM MEMBER ✦ PATIENT CARE ADVOCATE**  
*Primary Care/Prevention ✦ Patient Education ✦ Patient Assessment*

Compassionate, dedicated Family Nurse Practitioner (FNP) respected for performing advanced, comprehensive medical care with a high degree of accuracy. Known for using exceptional communication skills to handle the emotional needs of clients with injuries, acute and or chronic illnesses, preventative or psychological emergencies and care for them promptly and professionally. Strong leadership skills, supported by the ability to direct medical staff in delivering proficient care by providing them with the tools and resources to administer treatment plans that achieve positive results. Exceptional academic qualifications, including a Master of Science Nursing-Family Nurse Practitioner from Simmons College combined with a strong work ethic and eagerness to become a successful clinician and team member.

**SELECTED HIGHLIGHTS**

- Educated families about procedures, treatment regimens, prevention, and plan of care to keep them fully informed of the condition and progress of their loved one.
- Disciplined and energetic employee who quickly establishes rapport with patients and colleagues while completing approximately 1000 hours of clinical shadowing by a NP, MD, or DO in pediatrics, women's health, primary care and dermatology.
- Ensured quality control through admissions, assessment, treatment, and referrals for a broad range of patients.
- Treated patients suffering from trauma, acute chest pain, respiratory failure, and drug overdoses.
- Routinely demonstrated medical proficiency by performing EKG's, chemistry analysis, urinalysis, hematology and EMR entry for up to 15 patients per day.

**CORE COMPETENCIES**

- |                            |                                  |                             |
|----------------------------|----------------------------------|-----------------------------|
| ▪ Patient Admissions       | ▪ Assessment/Diagnosis/Treatment | ▪ Medication Administration |
| ▪ Intake Interviews        | ▪ Family Education               | ▪ Evaluation of treatment   |
| ▪ Injections/Immunizations | ▪ Patient Charting               | ▪ Continuity of Care        |
| ▪ Safety Codes/Policies    | ▪ Diagnostic/Ancillary Tests     | ▪ Equipment Maintenance     |

**NURSING EXPERIENCE**

**Holistique Med Spa & Wellness Center ✦ Owner 2017 to Present**

Day to Day operations of owning and running a medical office. Provide preventative care and support to individuals and families who want to maintain or become healthy in a holistic functional medicine environment.

**Family Nurse Practitioner Student ✦ 2013-2016**

**Gwinnett Medical Center ✦ Lawrenceville, GA ✦ 2012 – 2013**

**Nurse Extern & PCT**

- Recorded patients' medical history, vital statistics, test results, and input CPT and diagnostic codes into the Electronic Medical Record.
- Delivered high-quality and compassionate treatment to indigent and low-income patient community to improve their health.
- Created sound, ethical, and independent decision-making ability that are consistent with medical protocols and evidenced based practice.
- Disciplined and energetic employee who quickly establishes rapport with patients and colleagues.
- Obtained, reviewed and analyzed patients' medical history and lab work.



- Delivered patient education on various topics including disease prevention, health promotion, nutrition and proper medication usage.
- Collaborated with supervising NP/physicians to make treatment recommendations and develop and execute specialized treatment plans.
- Developed a total care plan for residents/patients with physicians, nurses and allied health professionals.
- Quickly developed rapport with patients, families and all staff for consistently ensuring staff are supported, and patients are receiving the attention and guidance needed during highly stressful situations.

#### OTHER PROFESSIONAL EXPERIENCE

**Joyland Child Development Center ♦ Gainesville, GA ♦ 2009 – Present: Assistant Director- Resource Coordinator**  
Performed day to day operations, including payroll taxes, nutrition program initiatives, and effective customer service. Provided families with community resources related to health, income and childcare assistance. Co-manage 22 employees.

**Carl Black GMC ♦ Roswell, GA ♦ 2005 – 2008: Collision Center Manager**  
Handled accounting operations including payroll management, account receivables/payables, inventory of supplies, parts ordering, outside vendors. Oversaw seven office staff (administrator and estimator), tracking their production, quality of work, customer service satisfaction, and insurance relationships.

**Collision Center ♦ Gainesville, GA ♦ 1993 – 2004: Owner**  
Responsible for leading five employees while handling the day to day operations to increase productivity company wide, such as payroll, office support, estimating, customer relations, parts ordering, production, quality control, and vendor relations.

#### EDUCATION

**Simmons College, Boston, MA**  
*Master of Science in Nursing, Family Nurse Practitioner*

**Brenau University, Gainesville, GA**  
*Bachelor of Science, Nursing*

- **Honors/Awards:** Class President 2013, Phi Kappa Phi Honor Society
- **Clubs/Activities:** NSNA Member, AANP Member

#### Certifications or Additional Education:

Current APRN Licensure - Georgia Board of Nursing  
Current FNP-BC Certification - ANCC

#### ADDITIONAL CREDENTIALS

TECHNICAL SKILLS	Microsoft Office (Word, Excel, PowerPoint, Outlook, Access, Publisher)
HONORS & AWARDS	RN Scholarship Award – Gwinnett Medical Center June 2012
VOLUNTEERING EXPERIENCE	Red Cross / Big Brother, Big Sister / YMCA / Riverbend Baptist Church
INTERESTS	Family, Church and Missions, Lifelong learner of Advancing Healthcare Technology and Evidence Based Practice Guidelines, Antique Cars and Fishing

Detailed Professional References Available upon Request





**Dustin Donovan Poole**

**Stockbridge, GA 30281**

### **Objective**

Superintend complex bureaucratic or private institutions by prioritizing obligations and providing specialized administrative analytical management that renders thorough results. Lead executive supervision of regulatory and legislative priorities that yields the proper organizational tasks and assignments. Examine institutional functions and implement rules accordingly. Lead with integrity and develop the organization to elite productivity.

### **Skills**

❖ Human Resource Management	❖ Accounting/ Finance	❖ Annual Budgeting	❖ Project Management/ Security
❖ Strategic Planning	❖ Data Analytics	❖ Invoicing/ Billing	❖ Communication Management
❖ Information Technology	❖ Procurement/ Purchasing	❖ Legal Operations	❖ Publication Design
❖ Creation of Mitigation Strategies	❖ Prioritization/ Delegation/	❖ Research/ Inventory/ Public Affairs	❖ Operational Reporting
❖ Asset Protection	❖ Cyber Security	❖ Business Administration	❖ Information Systems

### **Areas of Expertise**

Execute coordination for an extensive range of administrative priorities that support departmental operations. Systematization of tasks will include management of personnel, examination of finances, and oversight of all administrative priorities. Twelve years of human resources experience have been administered properly. Ten years of supervisory and management experience. Experience with public affairs and sophisticated communication. The following information details regulation of business administration procedures.

- Manage intergovernmental relations, develop policy and procedure, supervise staff, and make hiring or termination decisions. Ensure compliance with regulations. Managed 73 employees for human resources at Dekalb County.
- Ability to conduct environmental scans of public institutions and create SWOT analysis. Experience with Oracle, Kronos, and Microsoft Access. Managed a staff of 10 personnel at the Men's Wearhouse and was the #1 store in the Southeast for 5 consecutive years. Implemented RACI management flow charts that allows strategic planning. Managed approximately 115 employees combined at DeKalb County.
- Ability to research and analyze administrative reports. Experience with JCATS and Banner court systems. Managed 35 parent attorneys with financials and invoicing.
- Coordinated 5.5-million-dollar district budget at Men's Wearhouse.
- Managed 8.7-million-dollar budget for Dekalb County Juvenile Court.



### **Areas of Expertise (Continued)**

- **Human Resource Project Management:**
  - Decreased attrition levels by 35% after conducting analyzation of employee pay scale and recommending pay adjustments to Board of Commissioners for immediate salary increases.
  - Researched surrounding counties and gathered data from Fulton, Cobb, and Gwinnett Counties to determine the appropriate level of increase for each employee deemed underpaid. Managed labor relations and affirmative action.
  - Examined budget for unused allocations and completed budget amendments accordingly to disburse funding to the proper line items. Redistributed \$100,000 dollars and gave employee salary raises to 11 employees.
  - Conducted training and skill enhancement by promoting classes and providing counseling. Twelve years of public affairs experience.
  - Revamped employee annual performance appraisals by developing critical organizational techniques that decreased daily routine inefficiency by 30%.
  - Ability to supervise assigned staff, interpret, enforce, and implement policies and procedures. Experience reviewing complaints and rendering written decisions. Managed compensation and safety benefits.
- **Court Knowledge and Experience**
  - Analyze historical, legal, fiscal, and administrative records. Maintain files from intake, disposition, and post-judgment.
  - Develop knowledge of laws and regulations. Monitor legislation affecting management of records. Ability to conduct legal research, draft documents, and develop informational publications. Impeccable diction and verbal skills.
  - Serve as a liaison between city officials and support divisions. Develop interagency agreements. Knowledge of municipal record retention practices, policies, laws and procedures. Knowledge of legal terminology.
  - Ability to respond to requests from attorneys, judges, and manage coordination of hearings.
  - Autonomous judgement and discretion on normal situations and problems.
  - Impeccable research, data reporting, written, and verbal skills.
  - Management of tangible and electronic correspondence. (Microsoft Outlook)
  - Ability to prepare and explain goals that should be achieved during probation.
  - Experience with CPRS scanning, Banner, Tab Quick, 3M tracking files.

### **Key Skills and Competencies**

- **Project Management Experience**
  - Create new systems for effective and efficient operational procedures that are conducive to institutional productivity. Submit thorough recommendations to astute decision makers by collecting data from reputable sources. Utilization of perspicacity in difficult situations. Ability to develop philosophical viewpoints that generates innovation for a productive work environment.
- Twelve years of budgeting and accounting experience. Tax assessment experience.
- Knowledge legislative process and records management procedures. Ability to generate concise written reports and track legislative developments.



### Education

**Bachelor's Degree in Political Science** from Georgia State University.  
**Associates Degree in Political Science** from **Georgia Perimeter College**.

### Work Experience

**DeKalb County Juvenile Court: *Office Manager/ Administrative Coordinator***

**Jan 2018- July 2019 40 hours per week**

4309 Memorial Drive. Decatur, GA 30032 **Supervisor:** Colet Odenigbo, MPA

**Phone:** [REDACTED] **Professional Reference:** Chief Judge Vincent C. Crawford

### **Job Duties**

- Serve as office manager of Juvenile Court under the direction of the Court Administrator with comprehensive knowledge and understanding of techniques.
- Leads and coordinates daily work activities of administrative support staff in the department. Coordinate invoice payments. Administer HR processes for court.
- Confers with supervisor to obtain direction regarding work assignments and priorities. Manage procurement in Oracle E- business suite.
- Organizes tasks in order to complete assigned work and develop annual budgeting.
- Monitors status of work in progress and inspects completed work.
- Manage Human Resource functions such as Kronos time management, understanding the guidelines of FMLA leave requests, and ensuring employees are properly given his or her rights to COBRA. Also managed recruitment, interviews, benefits, labor laws, onboarding, and employee development. Conduct data analytics for employees.
- Practices moderate latitude of judgment. Manage attorneys and file court documents.
- Process invoices and fee order from judges and attorneys. Managed public affairs.
- Analyze reports and department expenditures. Manage asset protection of computers. Performed cyber security functions by reporting malicious malware.
- Maintain records and update rules and regulations. Create informational publications.
- Monitored various accounts and financial reports. Managed building security.
- Attend meetings on the behalf of the Court Administrator and managed maintenance.
- ***Project Management Leadership:*** Decreased the timeframe of invoicing from 90 days to 30 days. Reduced allocation from 1.8 million to 1.2 million in the attorney fee line item within the budget by identifying billing discrepancies submitted. Organized press conferences and handled media communications. Coordinated special ceremonies with dignitaries. Performed business administration techniques in office management. Created complex excel graphs and tables that tracked invoice duplicates, managed foreign language court interpretation requests, and tracked annual budgetary usage.



**DeKalb County Juvenile Court: *Deputy Clerk III***

**October 2017- January 2018 40 hours per week**

4309 Memorial Drive. Decatur, GA 30032

**Phone:** [REDACTED] **Professional Reference:** Chief Deputy Clerk Madana Butler

**Job Duties**

- Maintain accurate records and docket case information.
- Provide customer service and handle judge's cases. Security of confidential files.
- Check and review incoming correspondence and complete operational reporting.
- Perform data entry in specialized programs. Management of legal operations.
- Disseminate information and gather information from judge's calendar.
- File court records in accordance with court procedures. Executed budgeting tasks.
- Collect and process probation fees and traffic fines. Performed accounting duties.
- Draft specialized legal documentation: Court orders and subpoenas.

**City of Atlanta Department of Aviation: *Ground Transportation Operations Assistant (Administrative)* April 7, 2016 – October 2017 40 hours per week**

6000 North Terminal Pkwy. Atlanta, GA 30320

**Phone:** [REDACTED] **Professional Reference:** Joyce Tomlinson

**Job Duties**

- Assist the Ground Transportation Coordinator in the monitoring of ground transportation systems via the Automated Vehicle Identification System.
- Assisting in the accounting functions relating to charges for vehicle access on airport property. Assist with supervising staff and performed HR duties.
- Preparing permits for service providers. Develop informational publications.
- Processing airport access authorizations. Managed media presentations.
- Preparing Human Resource paperwork for Ground Transportation Coordinator
- Operate the Automated Vehicle Identification System (AVI) to monitor compliance with applicable regulations. Evaluate employee performance.
- Maintain database files on authorized vehicles. Develop strategic planning.
- Enter information on new authorizations and delete records as appropriate
- Receive and review applications for permits. Review budget with coordinator.
- Operate Microsoft Word, Excel, & Access to analyze data and create reports.
- Verify data on application, including insurance certification, vehicle ownership, business license, and registration with the state. Coordinated public affairs.
- Forward application and supporting documents for proper authorizations
- Process the issuance of permits to approved applicants.
- Process authorizations for airport access as assigned by supervisor.
- Respond to inquiries from insurance companies, the Department of Public Safety, and airport officials. Maintain supplies inventory by checking stock to determine inventory level and anticipate needed supplies. Manage and expedite orders for supplies. Verify receipt of supplies. Managed building security clearances.



### **Work Experience (Continued)**

#### **City of Atlanta Department of Aviation: *Ground Transportation Operations* Assistant Job Duties (Continued)**

- Research questions obtain needed assistance and direct to supervisor(s) and/or other departments for further action. Review and balance accounting and budgeting for office. Examine daily intake of monetary funds from vendor and distribute files. Investigate complaints and issues in response to requests submitted via the division's comments website. Security of classified files and confidential management expert.
- Answer incoming telephone calls, provides information and resolves problems; directs calls to the appropriate personnel and/or department; relays messages as required. Screen calls and provide information.
- Generates financial reporting on revenue generated by ground transportation services; reviews data to ensure correct information; forwards to supervisor for review, approval, and distribution to other departments as required
- Compiles data for billing purposes for vehicles on airport property; consolidates data for invoice processing; forwards to supervisor for review, approval, and forwarding to appropriate department for production and distribution of invoicing.
- Project Management Leadership: Assisted team that implemented billing for Uber and Lyft Ride Share Vehicles that entered and exited the airport. The revenue collection for the program generated over \$500,000 after the initial implementation week. Review budgets and accounts for each stakeholder and maintain files accordingly.

#### **City of Atlanta Department of Aviation: *Storekeeper April 20, 2015- April 7, 2016***

1300 Inner Loop Road. Atlanta, GA 30320. **40hours per week**

**Phone:** [REDACTED] **Professional Reference/ Supervisor:** Paul Meyer

#### **Job Duties**

- Receives, stores and issues supplies and equipment for an assigned department. Duties include, but are not limited to stocking supplies, preparing and receiving reports, issuing supplies, answering the telephone, operating equipment, and updating inventory via computer system (MAXIMO).
- Stocks supplies and equipment in assigned storerooms. Prepares receiving reports in a timely manner. Evaluate assigned staff and supervise employees.
- Maintains human resource documents and inputs data into People Soft. Knowledge of Oracle E Business Suite: I Procurement, and I Expense
- Researches invoice cost received from finance department or vendor and prepares cost of inventory items. Complete shipping and receiving procedures as necessary.
- Directs distribution of goods to appropriate destination by checking acquisitions and routing goods to appropriate departments. Security of buildings and inventory.
- Conducts inventories and orders stock requisitions by physically accounting for equipment and supplies on hand. Security of inventory received and distributed.
- Keeps records of purchase items; researches invoice costs. Approves purchase of stock and supplies, such as tools, parts and machinery.



### **Work Experience (Continued)**

#### **City of Atlanta Department of Aviation: City of Atlanta Department of Aviation: Storekeeper Job Duties (Continued)**

- Evaluate purchases through review of catalogs, consultation with vendor or other methods. Plans and schedules blanket orders and requisitions. Create Purchase orders.
- Advises employees on care and preservation of items received, stored and shipped. Used methods and preserved use of equipment in handling. Maintain shipping stock and related problems. Directed all asset protection.
- Studies and standardizes procedures to improve efficiency of subordinates.
- Reviews records for accuracy of information and compliance with established procedures and determine adequacy of stock levels.
- Examines stock to verify conformance to specifications.
- Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices. File billing invoices and manage records.
- Makes adjustments or repairs to articles carried in stock.
- Adjusts errors and complaints.
- Traces history of items to determine reasons for discrepancies between inventory and stock control records and recommends remedial actions to resolve discrepancies.
- Manage human resources requests for department and forward all HR documents to immediate manager
- Studies records and recommends remedial actions for reported non-usable, slow moving, and excess stock.
- Prepares various documentation, including commodity list, requisition log, authorization log, and division inventory. Receives and/or reviews documentation such as billing invoices, time sheet, requisition, purchase orders, receiving reports, or supply bids.
- Reviews, copies and logs incoming requisitions, blanket orders and purchase orders and forwards to appropriate personnel.

**Men's Wearhouse: Assistant Operations Manager / Senior Customer Service Associate  
May 20, 2007- April 20, 2015 40hours per week**

440 Ernest W Barrett Pkwy, NW #35, Kennesaw, GA 30144

**Phone:** [REDACTED] **Manager:** Daniel Vaughn /Gerard Nebel

#### **Job Duties**

Analyzing and examining statistics that are conducive to the superior flow of business is a critical component implemented regularly. Replying to inquiries from consumers, public commissions, and regional executive officials is an imperative technique. Managing employees, auditing work, drafting documents, analyzing statistical evidence, and shipping and receiving goods are some assignments performed on a daily basis. Compiling an array of information for financial reporting on revenue generated by the appropriate services is an aspect that was thoroughly completed.



## **Work Experience (Continued)**

### **Men's Wearhouse: Assistant Operations Manager / Senior Customer Service Associate Job Duties (Continued)**

- Supervise, direct, and evaluate assigned staff.
- Helped customers select products that best fit their personal needs.
- Maintained visually appealing and effective displays for the entire store.
- Consulted with customers on the latest styles and trends.
- Kept the showroom clean and maintained neat, orderly product displays.
- Educated customers on product and service offerings.
- Communicated merchandise needs and issues to appropriate supervisors in a timely manner. Managed an array of public affairs including extensive networking.
- Collaborated with wardrobe consultant members to give exceptional service throughout the entire shopping and purchasing experience.
- Built and maintained effective relationships with co-workers and senior management.
- Processed shipments and maintained organized stockroom.
- Receive merchandise and organize clothing accordingly.
- Processed all sales transactions accurately and in a timely manner.
- Marked clearance products with updated price tags. Assist customers with booking wedding.
- Conduct weekly inventory counts and use Microsoft Excel to generate reports.
- Prepare daily and weekly inventory reports. Security of building and assets.
- Astute level of decision-making.
- Planning and delegation were utilized effectively. Communication management was performed. Assist *CEO* as needed on special confidential projects.
- Human Resource Management including FMLA, payroll, and salary budget analysis.
- Management of billing and invoicing. Review budgets and accounts of clients.
- Managing Multifaceted Communications
- Leadership: An experienced team leader
- Ability to initiate/manage cross-functional teams and multi-disciplinary projects
- Complete responsibilities such as correspondence supervision, staff training, time management, and conclave appointment scheduling. Management of assigned employee supervision and delegation of directives renders development. Accounting experience, managing receipts, and balancing budgetary expenditures of all financial allocations is an essential aspect that will render accurate results. Assist C Level officials daily to ensure efficiency and thoroughness.
- Assisting in the accounting functions related to charges for an array of mechanisms.
- Manage the condition of all corporate office equipment including copy/fax machine, computers and telephones. Submit weekly and budgeting reports.
- Arrange and maintain financial records that are balanced.
- Coordinate special projects. Coordinate daily accounting procedures.
- Assist in the preliminary screening of applicants for employment.
- Facilitate completion, distribution and filing of new hire paperwork.



### **Management Skills**

- Thorough analysis of difficult and tedious occurrences with an astute level of decision-making.
- Training Skills
- Decipher agendas for effective leadership
- Delegation
- Internal problem solving and decision making
- Planning and delegation
- Internal Communications
- Managing multifaceted communications
- Meeting management
- Leadership: An experienced team leader
- Influencing, leading, and delegating abilities
- Ability to initiate/manage cross-functional teams and multi-disciplinary projects.
- Critical thinking
- Organizational efficiency
- Result oriented: Ability to achieve the target within given time
- Excellent communication skills
- Negotiating skills
- Conflict resolution.
- I am adaptable and able to efficiently perform under pressure, always meet deadlines

### **Executive Administrative Management Skills**

- Assist C Level officials on a daily basis to ensure companywide efficiency and thoroughness.
- Direct human resource processes and make hiring/ termination recommendations
- Manage governmental and corporate budgets and make financial recommendations equipment including copy/fax machine, computers and telephones.
- Arrange and maintain financial records that are balanced utilizing Microsoft Excel and all other specialized programs such as Oracle.
- Coordinate special projects and goal-oriented business that bolsters company results.
- Organize event planning, schedule meeting, and set reminders for numerous employees.
- Order and maintain office supplies.
- Conduct, analyze, and examine wide range of reports
- Assist in the preliminary screening of applicants for employment.
- Facilitate completion, distribution and filing of new hire paperwork.
- Other directorial functions implemented to provide systematic efficiency include management of communications, coordination of deadlines, evaluating data, operational development, devising mitigation strategies, examining departmental statistics, auditing reports, and reviewing budgetary expenditures. Development of annual operating budget and operational research is performed regularly.



### **Professional References**

Daniel Vaughn, VP

Atlanta, GA 30313

Elonda Dukes, MBA

Decatur, GA 30032

Shani Brooks, J.D. Esq

Decatur, GA 30032

Angela Steele Ph.D.

Atlanta, GA 30320

Paul Meyer, MA

Atlanta, GA 30320

Tandra Hughes

Senior Paralegal  
Court Operations

Gerard Nebel

Kennesaw, GA 30144

Judge Peagler

Decatur, GA 30332

Jamalia Tanner, MBA

Atlanta, GA 30320

Madana Butler

Decatur, GA 30032

Tracy Harrison, MBA

Atlanta, GA 30320

Judge Temika Murry

Decatur, GA 30032

Colet Odenigbo, MPA

Decatur, GA 30032

Chief Judge Vincent C. Crawford

Decatur, GA 30032

### **Personal References**

Pastor Reginald Newman

Riverdale, GA 30296

Mrs. Phyllis Clerk

United States Assistant District Attorney

Kenneth Ruffin

Riverdale City Councilman



# Edward Henderson

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[REDACTED]  
Waycross, Georgia, 31510  
[REDACTED]  
[REDACTED]

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## Summary:

Motivated H.R./Safety Director successful at managing operations, safety, compliance, inventory control, customer service and transportation logistics. Excellent problem solving and interpersonal skills.

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## Highlights:

Budget Management	Customer service-oriented
CSA / DOT Compliance	Detail-oriented
Qual-Comm experience	Strategic planner
Electronic Logs	Safety Meeting
Driver Retention	Cost reduction
Driver Recruitment	AS/400 experience

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## Accomplishments:

Lowered CSA Scores 71% by implementing Electronic Logs and Driver Safety Training.  
Reduced Insurance costs by \$125,000.00 by improving overall fleet safety ratings.  
Trained over 100 drivers that transitioned from paper to electronic (E-Logs)  
Prepared for 3 DOT safety audits with no major violation discovered or fines levied.  
Increased personnel productivity by creating a progressive pay program that tied safety and customer service to individual performance.

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## Experience:

### *Human Resources / Safety Manager*

Apr 2012 to Present

**Sam R Boatright Trucking LLC**

**Alma, Georgia**

Responsible for all aspects of H.R. and Safety for 4 different divisions under the Boatright Trucking umbrella. Consisting of 28 staff and over 100 drivers. Duties included Training, Safety Meetings, E-log monitoring, Accident investigation, Discipline, Insurance negotiations, and FMCSA compliance. Skilled in FMCSA, DOT Audits, Insurance Reviews, Hiring, Terminations, Workers Comp, Claims AP & AR. Strategic Planning. I was tasked to reduce CSA scores when hired HOS score was reduced from 96 to 22 with an overall reduction of 71%. I am also responsible for the same aspects for our



other 3 smaller companies.

## **Experience:**

### ***Senior Night Dispatch Manager***

Mar 2008 to Jun 2011

**Florida Rock & Tank Lines LLC**

**Jacksonville, Fl.**

Responsible for Training and Supervising night shift dispatch crew and app. 65 drivers transporting in excess of 200 million gallons annually of Gasoline, Diesel Fuel, Aviation Gas, and kerosene in South Georgia and N.E. Florida. Haz-Mat Certified.

### ***Terminal Manager***

Sept 2004 to Feb 2008

**Lewis & Raulerson Carrier Group**

**Waycross, Ga.**

Responsible for day to day operations managing fuel deliveries to 58 company owned convenience stores and 80 independent customers. these were keep full or just-in time deliveries. run-outs were unacceptable. Duties included AR/ AP duties, Hiring, Scheduling, Equipment Maintenance, Price Shopping Products, Inventory Vontrol. Safety & Driver Training.

### ***Operations Manager***

Jun 1998 to Jun 2004

**Right Way Trucking Inc.**

**Ocilla, Ga.**

Operations Manager for a small trucking company specializing in hauling Mobile Homes and Modular office units. Company sold out in June 2004. Assisted with company setup Carrier Registration, MCS-15, BOC-3, IRP, Drug & Alcohol, Insurance, Tags etc.

### ***Owner Operator / Driver***

Jan 1993 to Jun 1998

**Transit Homes of America**

**Tulsa, OK.**

Owner Operator / Truck Driver

### ***Owner Operator / Driver***

Apr 1982 to Nov 1992

**Scott Housing Systems Inc.**

**Waycross, Ga.**

Owner Operator / Truck Driver

### ***Manager***

July 1974 to Mar 1982

**Pic N' Save Drug Company**

**Waycross, Ga / Live Oak, Fl.**

Started after school part time until I graduated High School. Went full time and was promoted from Stock Clerk to Dept. Manager to Assistant Manager to Manager. Pic N' Save declared bankruptcy in 1982

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## Education:

### ***Ware County School System***

1962 to 1974

Graduated Ware County High School 1974      Waycross, Ga.

### ***DOT Training Center Southeast***

1999

DOT Safety and Compliance      Atlanta, Ga.

6 week course

Certificate of completion

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## Additional Training:

### ***Certified Drug and Alcohol Training & Collection***

Apr 2012

**NASTIC**      Atlanta, Ga

(National Association of Small Trucking Companies)

Certification Active

### ***UST Class A/B Operator license***

Jul 2012

### **Underground Storage Tank Operators License**

Active

### ***Certificate of Completion***

Aug 2013, Apr 2015, May 2016

### **Canal Insurance Company**

Greenville, Sc.

Safety Seminar

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## Technologies:

- |                               |                                |
|-------------------------------|--------------------------------|
| • AS-400 Dispatch Software    | Qual-Comm Dispatch             |
| • CommunicationsNetwork Fleet | Performance Monitoring         |
| • Tatems Maintenance Software | Per Diem Software              |
| • Log Audit                   | Microsoft OfficeMicrosoft      |
| • slide show presentation     | E-MailMulti-line Phone Systems |
| • PDF editor                  | Electronic Logs                |
| • Vigillo CSA Software        | Skype Software                 |

**References available upon request**



# Libby White

<https://www.linkedin.com/in/libbywhite1>

Woodstock GA

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## Education:

### Michigan State University

Bachelor of Arts - Professional Writing (Digital & Technical) 2013-2015

**Project Management Certification** - 16 Hours Course Completed

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## Notable Skills:

Agile/Scrum

JIRA

Confluence

Project Management

Adobe Photoshop

HTML/CSS

Zendesk

Salesforce

Microsoft Office

Style Guide Creation/Implementation

Pendo

Copyediting

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## Employment History:

### SITA

*Technical Writer – Contract*

Atlanta, GA

Aug 2019 – Current

- Update Power Point presentations, Camtasia and Captivate videos, Word documents, and other marketing collateral with new logo and product names.
- Copyedit presentations, word documents, and marketing collateral.

### Ventureforth Inc.

*Technical Writer – Contract*

Atlanta, GA

Mar 2019 – Aug 2019

- Create Style Guide for all office documentation.
- Create and update product documentation for end-user.
- Perform Quality Assurance and User Acceptance Testing.
- Assist in the creation of Requests for Proposal.
- Edit and assist in the creation of Functional Requirement Documents.
- Train staff on the use of Confluence and Salesforce tools.
- Manage content schedule for Knowledge Base and internal documentation.
- Collaborate with Marketing team to create online Knowledge Base and update website and blog.



# Libby White

  
<https://www.linkedin.com/in/libbywhite1>

Woodstock GA 

## **SEDC**

*Technical Writer III*

Atlanta, GA

Jun 2018 – Jan 2019

- Develop documentation writing plans by establishing outlines, standards, priorities, sequences, and schedules.
- Evaluates documents for purpose, audience, scope, content, organization, and logic. Answers technical and procedural questions for others and assists team members.
- Identifies documentation requirements by conferring with project managers, designers, programmers, and subject matter experts to gather source materials, develop a documentation plan and create technical documentation as part of a formal product launch process.
- Creates easy-to-understand online help systems with a logical navigation flow and process.
- Reviews, evaluates and analyzes existing content focusing on opportunities for improvement and additional learning opportunities. Develops documentation writing strategies by evaluating user-understanding research.
- Creates and maintains the information architecture for documentation including user guides, release notes, online help, tutorials, and training manuals.
- Creates and maintains training documents for the education and training of internal and external customers. Training documents include student manuals, handouts, and training scripts.

## **Revel Systems**

*Content Specialist*

Atlanta, GA

Mar 2018 – Jun 2018

- Create and test in-app learning guides using Pendo
- Lead content creator for Knowledge Base in Zendesk
- Peer review guides for grammar, step continuity, and formatting

## **Liquid Web**

*Technical Writer*

Lansing, MI

2016 - 2018

- Sole content creator and curator for Help Center, a knowledge base for customers and internal support admins.
- Develop product expertise for new products and product features, documenting in both Help Center and public Knowledge Base
- Contribute to the public Knowledge Base [www.liquidweb.com/kb](http://www.liquidweb.com/kb).
- Work with Subject Matter Experts to ensure documentation of processes and procedures is correct for external customers and internal users.
- Manage and assist with documentation projects for products, emails, help topic articles, and Liquid Web marketing campaigns.
- Create graphics, gifs and other visual components for documentation.




# Libby White

  
<https://www.linkedin.com/in/libbywhite1>

Woodstock GA 

- Copy edit new customer onboarding emails to assist new customer setups.
- Create and maintain style guide for Liquid Web Help Center documentation.
- Work with multiple product teams to assist with documentation prior to product and feature launch.
- Provide backup support to training team members by instructing new employees in procedures and processes used at Liquid Web.

**Wordwerx, LLC**      *Owner/Designer*      Mason, MI      2001 - 2015

- Utilize 10 years B2B and outbound sales experience to consult with clients and provide solutions for web design, print advertisement and organizational branding.
- Create and design websites for clients using WordPress and Adobe Muse.
- Advise customers on web hosting and domain name services.
- Install and customize WordPress/WooCommerce  templates.
- Research and create content that is SEO rich to help drive traffic to client websites.



# ERIC DANIEL SUAREZ

[Linkedin Profile](#)

## TELECOMMUNICATIONS INDUSTRY ENGINEER

*Engineer/Designer of Outside Plant • 7 years of progressive experiences with major telecommunications companies • Experience in Construction & Engineering Telecommunications.*

Construction/Engineering & Design  
Project Management  
Fiber to the X(FTTX)  
Network Operations  
Strategist/Tactician

Python/Java Programming  
Social Engineering  
Ethical Hacking  
Network and Security  
Negotiator

## PROFESSIONAL EXPERIENCE

### AT&T

2015– Present

**OSP Planning & Engineering Design**, Atlanta, GA

2016-Present

**Outside Plant Technician**, Norcross, GA

2016–2016

**Outside Plant Technician**, Miami, FL

2015–2016

- Production and Metrics always above expectations
- Team Leader

### Comcast

2012-2014

**CommTech 4** Miami Dade County, FL

2014–2014

**CommTech 3** North Miami, FL

2013–2014

**CommTech 2** North Miami, FL

2012–2013

**CommTech 1** North Miami, FL

2012–2012

- **Progressive** promoted through the level of **ALL CommTech Level**.
- Awarded multiple times **“Tech of the Month”**.
- Team Leader
- New Hired OJT Technician trainer.
- Trusted with many projects

## EDUCATION

### Degrees

Bachelor of Science in Information Technology, 2018(Est. Graduation Summer 2020) • Liberty University Online, Lynchburg, VA

Associate of Arts, 2011 • Miami Dade College, Miami, Florida

### Certifications

AT&T Cyber Security Gold Badge, 2018 • Champlain College

AT&T Cyber Security Foundation Badge, 2018 • Champlain College

Introduction to Programming, 2017 • Udacity



## SKILLS

Proficient in Microsoft Office. AutoCad2017. Bilingual (Spanish & English), Self- Learner. Negotiation skills. Business strategist.



# ERIK HEISSNER

🏠 [REDACTED] Waleska, Georgia 30183 📞 [REDACTED] ✉️ [REDACTED]

**-Information Technology Specialist-**  
Area of Focus: Security & Information Assurance

## QUALIFICATIONS PROFILE

Innovative, performance-focused, and detail-oriented individual, interested in pursuing a challenging position in the information technology industry to fully enhance knowledge and skills honed from strong educational foundation. Armed with a broad understanding of database systems, information security and privacy, computer forensics, and network configuration and administration. Equipped with articulate communication and interpersonal skills essential in establishing positive work relationships. Technically proficient with Database Structures, Microsoft Office Suite, Java, and C#. **Previously held Top Secret Security Clearance; Eligible for renewal.**

## EDUCATION

**Bachelor of Science in Information Technology • In Progress** (Expected Completion Date: Dec 2019)  
**with Concentration on Information Assurance and Security and Minor in Political Science**  
GPA: 3.72 | Graduated *magna cum laude*  
Kennesaw State University | Kennesaw, GA

## CORE COMPETENCIES

- Capability to apply policy and technology solutions to protect information assets from threats as well as to handle risks associated with modern information usage
- Comprehensive knowledge of the principles of information assurance regarding policy, procedure, and technical levels in enhancing business decision-making skills
- Effective in determining network and system vulnerabilities through attacker-like approach to system, network, and data access
- Competency in utilizing techniques and tools in computing investigation, digital evidence collection, recovery, and analysis
- Broad understanding of network development and implementation including synchronization, scheduling, exception and deadlock resolution, client server, and web-based collaborative systems
- Skills in practicing methods and techniques in securing wired and wireless networks against threats and attacks

## WORK CHRONOLOGY

### Olive Garden ▪ Canton, GA

**BARTENDER | SERVER** 2015–2016

### United States Navy ▪ Various Locations

**LEADING PETTY OFFICER, Fleet and Family Service Center, Norfolk, VA** 2014–2015  
**CM DIVISION LEADING PETTY OFFICER, Combat Systems Department, Missiles Division** 2005-2009; 2012–2014  
*USS Normandy (CG-60), USS Barry (DDG-52), USS Gonzalez (DDG-66), USS Laboon (DDG-58)*  
**INSTRUCTOR | OFFICER TRAINING BRANCH, Center for Surface Combat Systems, Dam Neck, Virginia Beach, VA** 2009–2012  
**PATROLMAN | CHIEF OF THE GUARD, Regional Public Safety Little Creek Amphibious Base, Portsmouth, VA** 2002–2005

## AFFILIATION

**Member, Phi Kappa Phi National Honor Society**

## TRAINING

Fire Control (Weapon Systems Guidance), *United States Navy*  
Instructor, *United States Navy*  
Law Enforcement, *United States Navy*

## AWARD

**Navy Achievement Medals (7), United States Navy**



## ***Curriculum Vitae***

FRANK KENIMER NORTON, JR.

Gainesville, Georgia 30501

Frank K. Norton, Jr. joined his family's company in 1986 to manage the Commercial and Residential Real Estate Divisions. He brought to the business 9 years of sales and management experience from the Atlanta Commercial real estate market, as well as a creative energy and imagination to direct the company's growth.

Widely recognized for his excellent marketing skills and keen business intuition, Frank has presented - for the past 32 years - an economic forecast outlining growth and business trends for the Northeast Georgia region. The report, based on a wealth of data collected by The Norton Agency's Native Intelligence Division, is a resource that guides many area companies and organizations in making their own business decisions. Frank is also a noted national speaker, guest lecturer and teacher on the principles of investing, reality economics and the changing dynamics of real estate. He regularly speaks 30-40 times a year to business, civic, industry and government institutions.

- As Executive Vice President and President, CEO and now Chairman, he moved The Norton Agency from \$35 million in annual business volume to over \$680 million in business volume and from 80 employees to over 315 employees. (2019)
- Created Norton Commercial Brokerage, which is today, North Georgia's leading commercial company with annual sales exceeding \$250 million.
- Personally participated (as broker or consultant) in over one billion dollars in commercial related sales during his brokerage career.
- Created a series of closed end real estate investment funds focusing on investment, medical, raw land and residential development investments. The Firm now manages over \$350 million in investor related assets.
- Along with brother Bob, created an Investment Development Company, Ncredible Properties, LLC to focus Norton resources on Historic Renovation, Historic Adaptation and new innovative Housing and Commercial Assets. Frank, through the firm, family and partnerships, owns 11 Historic properties.

### **WORK HISTORY:**

2009 to Present:	CEO, CHAIRMAN, NORTON LEGACY CORP. A diversified financial services real estate and investment firm. Norton is the largest privately-owned Real Estate and Insurance firm in Georgia.
1986 to 2009:	EXECUTIVE VICE PRESIDENT/GENERAL MANAGER/PRESIDENT, NORTON & SUBSIDIARIES
1986 to 1989:	COLDWELL BANKER COMMERCIAL REAL ESTATE (Now CBRE)
May 1983 to April 1986:	ASSISTANT VICE PRESIDENT, SALES MANAGER, Atlanta Galleria. Responsible for recruitment, training and development of sales personnel. Responsible for day-to-day sales activity of 34 salespeople. Involved in business development, information management, profit planning and public relations. Youngest manager in company's 75 year history (still holds that record). \$250 million in annual office sales 1985.
July 1980 to May 1983:	OFFICE PROPERTIES SALESMAN, CBRE Atlanta Downtown. Concentrated efforts on land for speculative development and project marketing and leasing. Sold in



excess of 135 acres for development and completed 195,000 square feet of leases. Clients included The Murphree Company, General Electric Real Estate Equities, Abrahms Industries, Gerald D. Hines Interests, Allstate and Portman Berry, Inc., Rookie of the Year 1982.

June 1979 to  
July 1980:

COMMERCIAL GROUP PRE-SALES TRAINING PROGRAM (CB), Houston, Texas. Rotated through the Real Estate Appraisal, Real Estate Finance and Development Services Divisions in a program designed to expose and direct future salespeople and managers.

April 1978 to  
June 1980:

DATA BANK RESEARCHER (CB), Atlanta Downtown. Field and in-house research on the Office and Industrial Prospect Systems.

**EDUCATION:**

COLLEGE EMPLOYMENT. The Wrecking Bar of Atlanta, Frierson McEver Company, W.L. Norton Agency, Green Street Cleaning Service. Paid 60% of college tuition and expenses.

Graduate of GEORGIA INSTITUTE OF TECHNOLOGY, earning a Bachelor of Science in Building Construction from the College of Architecture. Further professional development through courses with the Council of Commercial Investment Managers.

Eagle Scout, Age 13, Boy Scout of the Year State of Georgia (1970)

**PROFESSIONAL  
ORGANIZATIONS:**

Brokers License State of Georgia, Alabama, South Carolina and North Carolina, Multiple Board of Realtors and Chamber of Commerce, Council Commercial Investment Managers, Rotary International.

**FAMILY:**

Frank is native of Hall County, born in 1956. His mother is Hispanic American who immigrated from Havana Cuba in the 1940's. Frank and his wife, Nancy, live in Hall County and have three married adult children - Teddie, Emilie, Tripp and grandson, Cooper.

**CURRENT  
ACTIVITIES:**

Member, Board of Trustees	Brenau University- Chair, Facilities Committee
Asst. Scout Master:	Boy Scouts of America Troop 16/ Eagle Advisor
Director	First Multiple Listing Service
Chairman	Vision 2030 Public Art Initiative
Chairman	Hall County SPLOST Oversight Committee
Chairman	First United Methodist Church SPR

**PAST CONSULTATION ASSIGNMENTS**

Gerald Hines Interests	Feasibility Analysis
Northeast Georgia Medical Center	Primary Care Networks
Hall County School System	Strategic Growth Plan
Northeast Georgia Medical System	South Hall Hospital Initiative
Pulte Development Corporation	DelWebb Initiative
Gainesville Housing Authority	Long Range Plan
John Portman & Associates	Feasibility Analysis
Homart Development	Atlanta Strategic Plan
Atlanta Falcons	Corporate Relocation
Longstreet Clinics	Broker, Developer & Strategic Planning

**HOBBIES/INTERESTS**

- Professional Painter with works in 10 Regional Galleries
- Traveler, hiker, kayaker, physical fitness
- Historic preservation, community volunteer



**Frank K. Norton, Jr.**  
**Community Civic Efforts**

Member	Leadership GA 2001
Founder	Hispanic Alliance, 1987
President	Hall County Board of Realtors, 1998 Realtor of the Year, 1993 & 1996
President	Hall County MLS, 1993
Director	Citizens Bank/Citizens Express, 1989-1995
Chairman	Bank South Hall County, 1995-1996
Director	Lanier Education Foundation, 1986-1989
Chairman	Mark Trail Foundation, 1986-
Founder	Green Street Property Owners Association, 1987
Chairman	Quinlan Art Center Trustees, 1989-1992
Director	Quinlan Art Center Operating Board, 1988-1991
Director	Georgia Mountain Crafts, 1986-1988
*Chairman	First United Methodist Trustees, 1998-1999    Staff Parish Relations 2017
Member	First United Methodist Building Committee, 2009-
Chairman	GAR Forms Committee, 1995-1997
Director	Georgia Metro Listing Service, 1993 - 2002
President	Gainesville Rotary Club, 1999-2000
Co-Founder	Quality Growth Council of Hall County, 1991
Co-Founder	Gainesville Hall County Convention & Tourism Bureau, 1990
Director	Greater Hall Chamber of Commerce, 1988-1991, 2009
Director	Gainesville Hall Olympic Committee, 1993-1996
President	Leadership Hall County, 1989
Founder	Focus Hall County, 1990
Director	Boy Scouts of America, NEGA Council, 1996-2010
Director	Hall County Economic Development Council, 1997-2014
Director	Gainesville Re-Development Authority, 1993-2008
Member	Civic Center Restoration Committee, 1990-1993
Director	Flowery Branch Development Authority, 1999
Chairman	Hall County Realtor Arbitration Board, 2000
Advisory Board	Elachee Science and Nature Center, 1988-1996 Double Phoenix Award Million Dollar Club, 2000, 2010 Silver Phoenix Atlanta Commercial Board
Director	Lake Lanier Property Owners Association, 1986-1989
Member	Governor's Tri State Water Negotiations, 1988-1993
*Director	Leadership Council (National)
*Director	North Georgia Community Foundation 2007 – Present
*Director	Economic Development Corporation/SBA Access
Director	Atlanta Commercial Realtor Board 2007-2010
Member	Governor Perdue "New Georgia" Commission
Member	North Georgia College and State University Business School Advisory Committee
Chairman	North Georgia Community Foundation
Team-member	Methodist Missions – Cuba
Member	Hall County Development Authority
*Chairman	Hall County Splost Oversight Committee
Director	Lake Lanier Property Owners Association
Award	Lee Arrendale Rotary Vocational Excellence
*Trustee	Brenau University
Chair	Brenau Facilities Committee, Executive Board, Finance Committee
Member	NEGA Health Systems Signature Gifts Committee
Chair	First United Methodist Church SPR
Treasurer	Town Place Condominiums, Highlands, NC

\*Current

Represented without, donated or reduced sales commissions, transactions for Brenau College, Hall County School System, Gainesville Community Foundation, Elachee Science and Nature Center, Gwinnett County Green Space Initiative, North Georgia Community Foundation, Chicopee Woods Parks Commission, Quinlan Art Center, Northeast Georgia Health Systems, Gainesville Housing Authority, North Georgia United Methodist Church, First United Methodist Church, for a total, in excess, of \$75 million dollars.



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#### **CURRENT ACTIVITIES:**

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Asst. Scout Master:	Boy Scouts of America Troop 16/ Eagle Advisor
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Chairman	Vision 2030 Public Art Initiative
Chairman	Hall County SPLOST Oversight Committee
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Northeast Georgia Medical System	South Hall Hospital Initiative
Pulte Development Corporation	DelWebb Initiative
Gainesville Housing Authority	Long Range Plan
John Portman & Associates	Feasibility Analysis
Homart Development	Atlanta Strategic Plan
Atlanta Falcons	Corporate Relocation
Longstreet Clinics	Broker, Developer & Strategic Planning

#### **HOBBIES/INTERESTS**

- Professional Painter with works in 10 Regional Galleries
- Traveler, hiker, kayaker, physical fitness
- Historic preservation, community volunteer



**Frank K. Norton, Jr.**  
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Chairman	GAR Forms Committee, 1995-1997
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Co-Founder	Quality Growth Council of Hall County, 1991
Co-Founder	Gainesville Hall County Convention & Tourism Bureau, 1990
Director	Greater Hall Chamber of Commerce, 1988-1991, 2009
Director	Gainesville Hall Olympic Committee, 1993-1996
President	Leadership Hall County, 1989
Founder	Focus Hall County, 1990
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Director	Gainesville Re-Development Authority, 1993-2008
Member	Civic Center Restoration Committee, 1990-1993
Director	Flowery Branch Development Authority, 1999
Chairman	Hall County Realtor Arbitration Board, 2000
Advisory Board	Elachee Science and Nature Center, 1988-1996 Double Phoenix Award Million Dollar Club, 2000, 2010 Silver Phoenix Atlanta Commercial Board
Director	Lake Lanier Property Owners Association, 1986-1989
Member	Governor's Tri State Water Negotiations, 1988-1993
*Director	Leadership Council (National)
*Director	North Georgia Community Foundation 2007 – Present
*Director	Economic Development Corporation/SBA Access
Director	Atlanta Commercial Realtor Board 2007-2010
Member	Governor Perdue "New Georgia" Commission
Member	North Georgia College and State University Business School Advisory Committee
Chairman	North Georgia Community Foundation
Team-member	Methodist Missions – Cuba
Member	Hall County Development Authority
*Chairman	Hall County Splost Oversight Committee
Director	Lake Lanier Property Owners Association
Award	Lee Arrendale Rotary Vocational Excellence
*Trustee	Brenau University
Chair	Brenau Facilities Committee, Executive Board, Finance Committee
Member	NEGA Health Systems Signature Gifts Committee
Chair	First United Methodist Church SPR
Treasurer	Town Place Condominiums, Highlands, NC

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**Frederick Penman Jr.**  
[REDACTED]  
**Riverdale Georgia 30296**  
[REDACTED]  
[REDACTED]  
[REDACTED]

**OBJECTIVE:** To obtain a position so that I can exhibit my professional, personal, and educational experiences.

**WORK EXPERIENCE:**

**2019- Pres:** Mail Handler Assistant, United States Postal Service, Atlanta, Georgia  
Employed by the USPS as a mail processor on a yearly basis to process mail and other clerical duties

**2017-2019:** Fulfillment Center Associate I, Amazon Prime Now Atlanta, Georgia  
Employed by Amazon Prime a division of Amazon.com in which I prepared orders for one to two-hour delivery, as well restock shelves as items arrive in the location on a part- time basis.

**2016-2016:** Juvenile Correctional Officer I, Department of Juvenile Justice, Decatur, Georgia  
Employed by the State of Georgia in the Department of Juvenile Justice as a JCOI, where I maintained control and order with other officers over several pretrial detainees

**2014-12/2015:** Full Time Mail Handler, United States Postal Service, Bedford Park, Illinois  
Employed by the USPS as a mail processor on a full-time basis to process mail and other clerical duties

**2014-11/2014:** Full Time Laborer Custodian, United States Postal Service Bedford Park, Illinois  
Employed by the USPS as custodian full time to maintain general housekeeping to a postal facility

**2014-8/2014:** PSE Laborer Custodian, United States Postal Service, Bedford Park, Illinois  
Employed by the USPS as custodian NTE 720 days for two years or until converted to maintain general housekeeping to a postal facility.

**2011-5/2014:** Casual Mail Handler, United States Postal Service, Forest Park, Illinois  
Employed by the USPS as a mail processor on an NTE 90 days' basis on 4 different tours to process mail and other clerical duties

**2009-4/2011:** Church Operations, New Life Covenant Church, Chicago, Illinois  
Employed by my church to oversee and help out in different areas of the church. Duties include setup and breaking down for Sunday services and other special events.

**2007-4/2011:** Teacher Chicago Public Schools, Chicago, Illinois  
I was employed by Workforce Development as a teacher and day-to-day substitute ESP on the high school level. I filled in for teachers to keep the instructional process continuing or providing safety and security for a school environment on a daily basis.

**EDUCATION:**

**8/2018-Pres:** Jackson State University- Jackson, Mississippi: Master of Arts- History, In Progress

**8/2003-5/2005:** Langston University- Langston, Oklahoma: Bachelor of Arts-Psychology

**8/2001-5/2003:** Jackson State University- Jackson, Mississippi: Some College Coursework Completed General Studies



**9/1997-6/2001:** Kenwood Academy High School-Chicago, Illinois: High School Diploma

**Salary History:**

**2017-2019:** Amazon Prime 15,550 yearly

**2016-2016:** State of Georgia: Department of Juvenile Justice 24,440 yearly

**2014-2015:** United States Postal Service 36,750 yearly

**2014-2014:** United States Postal Service 32,200 yearly

**2011-2014:** United States Postal Service 18,000 yearly

**2009-2011:** New Life Covenant Church 15,550 yearly

**2007-2011:** Chicago Public Schools 38,725 yearly

**REFERENCES:**

Joseph P. Vinelli

United States Postal Service

Supervisor Distribution Operations

[REDACTED]

[REDACTED]

Marilyn J. Wilbourn

United States Postal Service

Supervisor Maintenance Operations

[REDACTED]

[REDACTED]

Jacqueline L. Branch

United States Postal Service

Human Resources Specialist

[REDACTED]

[REDACTED]

Additional References available upon request



# GENE M NEYHART II

| Smyrna, GA 30082 |

## EXPERIENCE

- 2013-Present **THE HOME DEPOT** **ATLANTA, GA**  
**Senior Manager, New Product Development – Customer Incentives (2019-Present)**  
Leads cross-functional teams to sustain existing business while developing and coordinating new customer incentive programs.
- Manages Home Depot's third party and online gift card programs – channels accountable for \$725M in cumulative annual sales.
- Manager, New Product Development – Financial Services (2015-2019)**  
Manage cross-functional teams to develop and coordinate new credit products for The Home Depot.
- Administered and managed Home Depot's Project Loan and Home Improver credit programs – products accountable for \$500M in cumulative annual spend. Nominated for CFO's Award for the Home Improver program's performance.
  - Led effort to add three additional financial institutions to the Home Improver program to create a consortium of lenders, driving competition among banks to optimize program performance. Negotiated contracts, lobbied senior leadership for company resources, coordinated IT integration, and developed operational protocols / store training materials. Oversaw the growth of the Home Improver Card from \$20M annual spend in FY 2015 to \$170M in FY 2017.
- Senior Analyst – Assurance and Advisory Management (2013-2015)**  
Led and executed strategic projects in a development program designed to forge future business leaders through a series of rotations in Store Operations, Finance, Supply Chain, IT, and Merchandising.
- Provided consultancy to internal business partners' \$28M Supplier Compliance program, uncovering process improvement opportunities and creating an additional \$4.5M in projected annual repayments from non-compliant vendors.
  - Utilized comprehensive data analytics to identify system defects that drove inaccuracies related to \$1.2B in markup and markdown transactions over an eight-month period, both in-store and online.
  - Coordinated with US and Mexico-based teams to establish a continuous fraud-monitoring program to spotlight gaps in Payroll, Travel & Expense, and Vendor payment processes in Mexico operations. Engaged Mexican partners, travelling to Monterrey to successfully mitigate fraud risk.
- Summer 2012 **AMAZON.COM** **LEXINGTON, KY**  
**Operations Finance Intern**  
Executed projects to streamline operational processes within the Lexington Fulfillment Center, utilizing quantitative modeling to increase efficiency and decrease waste in shipping.
- 2003-2008 **UNITED STATES ARMY** **GA / NC / GLOBAL DEPLOYMENTS**  
2015-2018 **Special Forces Intelligence Specialist - 7<sup>th</sup>/20<sup>th</sup> Special Forces Group**  
Member of a twelve-man Alpha team (A-team), tasked with planning, training and leading indigenous forces in combat with limited support.
- Coordinated and summarized intelligence products within the detachment's area of responsibility. Successfully developed intelligence reports that facilitated the removal of three high-priority targets during the detachment's deployment. Was awarded the Army Commendation Medal for this effort.
  - Conducted daily meetings with host nation counterparts, in their native language, to strengthen US diplomacy, and increase our partner's tactical and strategic lethality.
  - Coordinated all logistics to support over 250 personnel, including food, fuel, ammunition, equipment and \$3M in contract awards, utilizing Excel-based system to track, forecast and report all financial and material transactions.
  - Led a contingent of 220 Afghan National Policemen on over 60 combat missions, dramatically reducing the number of enemy attacks within the detachment's assigned province. Awarded the Bronze Star Medal for this effort.
  - Created and led a briefing on the IED threat and team's response to U.S. Representative Jim Marshall and his staff. Subsequently invited with team to brief the House Armed Services Committee on Capitol Hill.
  - Delivered training in Spanish to 90+ Paraguayan Special Forces on technical and combat-related subjects. Awarded the Army Achievement Medal for proficiency and professionalism.

## EDUCATION

- May 2013 **UNIVERSITY OF FLORIDA** **GAINESVILLE, FL**  
**Master in Business Administration degree (MBA)**, Concentration in Strategy & Marketing
- Active with Collegiate Veterans Society – an advocacy platform for student veterans.
- Dec 2010 **UNIVERSITY OF FLORIDA** **GAINESVILLE, FL**  
**Bachelor of Arts in Political Science and Minor degree in History**
- Graduated *cum laude* - 3.74/4.0 GPA – Earned Certificate in International Relations.



Gregory Paul Lanman

[REDACTED]  
Senoia, Georgia 30276  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## **FEDERAL CAREER EXPERIENCE:**

Centers for Disease Control and Prevention, Atlanta, Georgia

October 2007 – Present

Stephen Papagiotas: 404.639.4190

### **Public Health Advisor, GS-0685-13**

In this position, I serve as a subject matter expert in the areas of medical, epidemiologic, and surveillance issues associated with public health preparedness and emergency response specific to bioterrorism and infectious disease outbreaks. In this capacity, I respond to bioterrorism threats, hoaxes, and events and infectious disease outbreaks; serve as a technical consultant on public health programs and studies specific bioterrorism, infectious disease outbreaks, public health preparedness, and emergency response; and provide public health program support and analysis applicable to national and local public health preparedness and emergency response programs (80%). As an Emergency Coordinator, I serve as the primary point of contact for information transmitted between the CDC's Emergency Operation Center (EOC), the Office of Infectious Diseases (OID), and the National Center for Emerging and Zoonotic Infectious Diseases (NCEZID) for Emergency Support Function 8 (ESF8) events and incidents.

Responsibilities include updating and submitting all emergency notification contact information to the EOC, from OID/NCEZID. Maintaining status of involvement in public health emergencies (including deployed assets and resources). Providing updates and information to key leadership personnel in accordance with the Director's information requirements and requests for information from federal interagency and state/local officials; providing input to the Continuity of Operations Plan (COOP) and Standard Operating Procedures (SOPs) for the various CDC centers, institutes, and offices (CIOs). Working with the preparedness coordinator on training for subject matter experts (SMEs) and other response personnel; and supporting the development of best practices and preparedness materials. In this position, I hold a Secret security clearance. I have provide direct support to the following Public Health Emergency Responses – Hurricane Harvey/Irma/Mara; H1N1 Pandemic; Ebola Outbreak; Zika Virus, Global Polio Eradication, Middle Eastern Respiratory Syndrome (MERS) – Coronavirus (CoV) Epidemic; Flint, Michigan Water Contamination; Multistate Outbreak of Fungal Meningitis; Unaccompanied Children Crossing US Border; Multistate Cyclosporiasis Outbreak. During the Ebola Outbreak, I deployed to the Atlanta Quarantine Station at Hartsfield-Jackson International Airport from November 2014 to February 2015. During this deployment, I was responsible for conducting tertiary medical screening of passengers whose travel itinerary included travel to or from West Africa.



Centers for Disease Control and Prevention, Atlanta, Georgia

March 2006 – September 2007

Mr. Kem Williams, MBA: 404-639-7417

**Program & Management Analyst, GS-0343-13**

Served as the Acting Team Lead (July – September 2007) for the Division of Business Services' Evaluation Team. In this role, I am responsible for assigning work, directing 4 FTEs and 3 contractors, and the technical review of the team's work. As a strategic advisor to the Director, Division of Business Services/Management Official (GS15) and Chief Management Official (SES) for the Coordinating Office for Terrorism Preparedness and Emergency Response, my responsibilities include metric measurements, organizational excellence assessment (OEA), policy analysis and development, internal management controls, and business process analysis and evaluation (80%). Since October 2006, I have served as a contributing member of the CDC's All Hazards Preparedness Goals Team. This intra-agency team is responsible for the development of specific Goals Action Plans to support multiple all-hazards public health emergency scenarios. In this position, I support the Emerging Infectious Disease scenario team and the Public Health Infrastructure/Cross-Cutting Support Teams. (20%)

Centers for Disease Control and Prevention, Atlanta, Georgia

December 2003 – September 2007

Ms. Bobbie Potter: 404-639-6046

**Public Health Analyst, GS-0685-13**

Responsible for the project management of over \$60.0M in annual acquisition activities in direct support of federal, state, local, tribal, and territorial government public health agencies and their development and enhancement of public health plans, infrastructure, and systems to prepare for and respond to terrorism, infectious disease outbreaks, and other public health emergencies.

Centers of Disease Control and Prevention, Atlanta, Georgia

April 2001 – December 2003

Ms. Gail Williams, MPH, CHES: 404-639-6082

**Program Analyst, GS-0343-12**

Responsible for the project management in the development, implementation, and maintenance of state- and community-based immunization information systems for the following State and Local Public Health Departments: Washington DC, Maryland, Delaware, Pennsylvania, New Jersey, and Philadelphia. These duties and responsibilities supported the mission of assessing the extent of immunization coverage within the United States and the eventual interface of 64 state and community-based immunization information systems as part of national immunization surveillance and tracking system. I also served as a management leader for public health program initiatives and projects, specific to immunizations, immunization coverage, and immunization information systems.



Department of the Army, Fort McPherson, Georgia

August 1991 – April 2001

Mr. Donald Langdon: 404-464-9031

**Administrative Officer, GS-0341-12**

Planned, directed, and coordinated business services of a 30 person staff with the mission of providing ombudsman services to over 200,000 customers in 48 states and Puerto Rico.

Responsibilities included organizational management, human resources, finance and budget (annual operating budget of \$2.0M), information management, and security operations (60%).

Conducted inquiries, investigations, and assessments on an extensive range of matters related to misconduct, fraud, waste, abuse, and mismanagement. (40%). In this position, I held a Top Secret security clearance.

**MILITARY CAREER EXPERIENCE (Active and Reserve Component)**

Department of the Army, Arlington Heights, Illinois

June 1985 - October 1988/February 1994 - February 1999

LTC Robert Knight: 404-850-3524

**Psychological Operations Officer (Captain/03)**

Supervised and directed the collection, analysis, and dissemination of tactical, political, strategic, and technical intelligence information to facilitate the development of military or political strategies. Supervised and conducted targeted research and analysis of unclassified and classified information to support the construction of specialized intelligence products to support various intelligence and electronic warfare missions and operations. The primary focus of these production efforts was to develop reports, estimates, studies, and strategic/operational analyses from a cross-cultural, historical, political, social, economic, psychological, demographic, system, and religious perspectives. In this position, I held a Top Secret security clearance. I transferred to the Retired Reserves as of July 1999 after completing 20 years of continuous service.

North Atlantic Treaty Organization (NATO), Stabilization Force (SFOR), Sarajevo, Bosnia

January 1998 - October 1998

LTC Charles F. Smith: 314-260-8680

**Personnel Officer/HHD Commander (Captain/03)**

**Personnel Officer (75%):** Planned, directed, and coordinated human resource management activities of an international organization comprised of 225 personnel from Western Europe and North America, to maximize the operational use of human resources. This included employee compensation, recruitment, personnel policies, and regulatory compliance.

**HHD Commander (25%)** Responsible for the training, discipline, morale, safety, and welfare of 120 military and civilian (U.S.) employees in the production to develop reports, estimates, studies, and strategic/operational analyses from a cross-cultural, historical, political, social, economic, psychological, demographic, system, and religious perspectives. I served as an advisor to the Task Force Commander (Colonel/06) and Deputy Commander (LTC/05) on all matters related to U.S. military personnel assigned to the Task Force. In this position, I held a Top Secret security clearance.

**EDUCATION:** Eastern Illinois University, Psychology, BA, May 1985



**HONORS AND AWARDS:** 28 Outstanding & Excellent Performance Evaluations in 32 years of service. Over 29 Civilian Performance Merit Awards (monetary and non-monetary) in 32 years of service. The 2017 NCEH/ATSDR Honor Award for Excellence in Emergency Response – Domestic Emergency Response for Hurricanes HARVEY, IRMA, and MARIA; The 2015 US Centers for Disease Control and Prevention’s Award for Excellence in Administration, The 2014-2015 Ebola Outbreak Administration Team, Division of Global Migration and Quarantine. The Office of Infectious Diseases’ (OID) 2014 Excellence in Frontline Public Health Service award for the 2014 Unaccompanied Children Response. The 2013 Department of Health and Human Services Secretary’s Award for Distinguished Service for the Multi-State Outbreak of Fungal Meningitis (Group Award). Civilian and Military Decorations include the Department of Army’s Superior Civilian Service Medal (2001), the United States Army’s Meritorious Service Medal (1999), the Department of Defense’s Joint Commendation Medal (1998), and the Department of Defense’s National Defense Service Medal (1991)

### **CONFERENCE PRESENTATIONS:**

J.C. Booth Middle School’s 7<sup>th</sup> Grade Science Class, 13 November 2014, Peachtree City, GA: ***Viruses and Other Bad Stuff;***

US Centers for Disease Control and Prevention’s Strategic National Stockpile (SNS)

Preparedness Course, 14 June 2010, Atlanta, GA: ***Common Biological Agents;***

The Federal Bureau of Investigations’ (FBI) Chemical, Biological, Radiation/Nuclear, and Explosives (CBRNE) Awareness Course, 24 August 2010, Mexico City, Mexico: ***Biological Threat Briefing & Role of Public Health in a Biological Incident;***

Emory University’s Rollins School of Public Health’s Public Health Preparedness Course, 3 October 2011, Atlanta, GA: ***Planning for Public Health Preparedness at the Federal level;*** Federal Emergency Management Agency’s (FEMA), Region IX, Regional Interagency Steering Committee, 7 December 2011, Oakland, CA: ***CDC’s Role in a Response, and Bioterrorism: An Integrated Response.***

### **TRAINING:**

**Public Health:** Effective Oral Communications & Successful Scientific Writing Course, Emory University’s Rollins School of Public Health; Public Health Surveillance Course, Emory University’s Rollins School of Public Health; Epidemiology In Action Course, Emory University’s Rollins School of Public Health; Public Health Readiness Certificate Program, CDC Corporate University; Incident Management: How CDC Responds, HHS University; and the Epidemiology and Prevention of Vaccine Preventable Diseases, CDC Corporate University; Quarantine Station Safety Awareness (Field Operations Training Center/FOTC); Intro to DGMQ and QBHS (FOTC); Ready, Set, Surge! Fundamentals of Responding to a Public Health Emergency at US Ports of Entry (FOTC); DGMQ: Privacy and Confidentiality Training for DGMQ Personnel (FOTC); EOC Pre-Deployment Briefing – The Science of Ebola; Intro to Entry Screening (FOTC); Fit Testing (FOTC); Personal Protective Equipment Hands-On Training (FOTC); Ebola-Specific Illness Response Protocol (FOTC); QARS-Illness Death Reports (FOTC); QARS-Non-Illness Death Reports (FOTC); Entry Screening-Specific QARS Training (FOTC); Routine Illness Response Protocol (FOTC).

**Grants and Contracts Management:** Writing Performance Work Statements, Management Concepts; Contracting Officer’s Representative Course, Management Concepts; Grant Management Process and Authorities, Office of the Secretary/DHHS.; Mandatory Grants, Office



of the Secretary/DHHS; Integrated Contracts Expert (ICE) Course, Procurement and Grants Office, CDC; The Advance Project Officer's Course (Contracting) & The Basic Project Officer's Course (Contracting), Office of the Secretary/DHHS

**Leadership:** Leadership, Education and Development (LEAD) Course, Army Training and Doctrine Command; 7 Habits of Highly Effective People, Covey Leadership Center, Inc.

**National Security:** Homeland Security Exercise and Evaluation Program (HSEEP) Training Course, DHS; An Orientation to Community Disaster Exercises (IS-120), FEMA's Emergency Management Institute; Introduction to Incident Command System (IS-100), FEMA's Emergency Management Institute; ICS for Single Resources & Initial Action Incidents (IS-200), FEMA's Emergency Management Institute; Intermediate Incident Command Systems (ICS-300), FEMA's Emergency Management Institute; Advanced Incident Command System (ISC-400), FEMA's Emergency Management Institute; National Incident Management System: An Introduction (IS-700), FEMA's Emergency Management Institute; National Response Plan: An Introduction (IS-800), FEMA's Emergency Management Institute; Joint Maritime Operations Course, Naval War College; National Security and Decision-Making Course, Naval War College; the Command and General Staff Course, Army Command and General Staff College; Joint Psychological Operations Course, Air Force Special Operations School; Psychological Operations Officer Course, John F. Kennedy Special Warfare Center and School;

**Program and Project Management:** Critical Thinking for Problem Solving, Management Concepts; Introduction to Program Evaluations, CDC Corporate University; Integrating Program Planning and Evaluation: Logic Models, CDC Corporate University; Strategic Diagnosis, CDC Corporate University; Project Management, USDA's Graduate School; Management Analyst Course, Army Management Engineering College; Planning and Conducting Management Audits and Studies, Army Management Engineering College; Planning for Business Process Reengineering, Army Management Engineering College; Total Quality Management for Process Action Teams, Army Management Engineering College;

**Resource Management:** Internal Controls: Meeting Federal Requirements for Accountability, Management Concepts; Internal Management Control Program, USDA's Graduate School; Budget Execution for Financial Management, CDC Corporate University; Army Resource Management Course, Army Finance School; and Planning, Programming, Budgeting, and Execution System, Army Finance School.

### **Community Extracurricular Activities**

2017 – Present: Fayette County Middle School Softball Coordinator

2008 – Present: Peachtree City United Methodist Church, Small Group Leader – Children's and Student Ministries

2008 – Present: Peachtree City Girls Softball Association, Coach and Executive Board Member (VP – Operations);

2008-2019: Girl Scouts of Greater Atlanta, Service Unit 617

2008-2016: Peachtree City Elementary School's Parent Teacher Organization, Fund Raising Committee Chair, President, Vice President,

2008 – 2014: Peachtree City Elementary School's School Council



# HAROLD FARRAND GARY

Grayson, GA

<http://linkedin.com/in/hfarrandgary>

## PROFESSIONAL SUMMARY

Innovative, analytical, and intuitive professional with 10+ years of experience and proficiency in leading corporate and non-profit organizations by developing diverse and robust programs for thriving workplace and faith environments. Cross-functional experience in coaching, teaching, and training through connection and building strong relationships resulting in exponential business and personal growth. Additional expertise in community building, brand management, sales compensation strategy, and process improvement to round out an extensive portfolio of skills. Equipped with an excellent work ethic, a desire to succeed, and an outstanding record of dependability and integrity.

## SKILLS

- Human Resources
- Training
- Leadership Development
- Program Development
- Process Improvement
- Brand Management
- Community Building
- Sales Compensation
- Coaching
- Interpersonal Skills
- Conflict Resolution
- Microsoft Word, Excel PowerPoint

## PROFESSIONAL EXPERIENCE

RIVERS CROSSING COMMUNITY CHURCH, MASON, OH.

September 2017 to December 2018

### DIRECTOR OF GROUPS

- Developed and directed over 40 community and men's groups through curriculum-based study for a non-denominational megachurch of over 3500 resulting in the growth of community groups by 10%, increased community engagement, and spiritual growth.
- Established one on one mentoring/training sessions and established a coaching program with group leaders to explore facilitators and barriers in group dynamics, which led to personal and spiritual growth in leading their groups.
- Collaborated with a team of executive pastors and community group leaders to produce new initiatives for all community groups, which caused dynamic growth in prayer and other spiritual disciplines to fulfill the mission and vision of the church.
- Implemented new group tracking technology, resulting in more seamlessly and efficiently tracking group metrics, which led to the development of new strategies for group connections and engagement.
- Delivered operations, administration, customer service, and logistics support to create a learning environment for Rivers Crossing Discipleship School that enabled worship and teaching to encourage the spiritual growth of students.

12STONE CHURCH, LAWRENCEVILLE, GRAYSON, SNELLVILLE, GA - December 2008 to May 2017

### VOLUNTEER CAMPUS LEADER

- Led over 15 small groups, teaching the basics of the Christian faith resulting in new believers developing a deeper connection to their faith and volunteering in the church community.
- Volunteered with high school student ministry, assisting with operational logistics, and developed connections with students to help them form deeper spiritual formation in their lives and relationships.
- Coordinated guest services experience on various teams between ministry leaders and the church community at two of the church's campuses to create a welcoming environment of connection and engagement.

DEVRY UNIVERSITY, DOWNERS GROVE, IL - July 2011 to July 2013

### BRAND AMBASSADOR

- Selected from a pool of 200 students to become Brand Ambassador for "The Driven Class," an online support community for over 1,000 students nationwide to encourage students through the mental and emotional challenges of academic study.



- Tutored students in education and life skills through 100 blogs, "Coach Harold" motivational videos, town hall meetings, and online training materials, resulting in 50% increased traffic on the website.
- Created and implemented strategic plans for successful onsite and offsite campus activities that propelled online enrollment at Driven Class by 10%.

GARY COMPENSATION CONTRACTING, LOGANVILLE, GA - March 2008 to September 2012

- Delivered superior customer service in providing compensation services for Fortune 500 clients.

#### **HR ANALYST**

SAGE SOFTWARE, LAWRENCEVILLE, GA

- Augmented payment processes by restructuring internal systems for over 100 plan participants during the commission plan transition resulting in increased efficiency in calculating payouts.
- Administered eight complex sales compensation programs that significantly enhanced HR processes to ensure seamless payments to the salesforce.

MERIAL, LAWRENCEVILLE, GA

- Managed five compensation/commission plans that averaged over \$800K a month for over 300 plan participants with 100% accuracy that ensured on-time payments.
- Contributed to the launching and implementation of improved Oracle business system for new compensation plan in collaboration with HR and finance team, which resulted in a 50% increase in system efficiency.

MCKESSON PROVIDER SYSTEMS, ALPHARETTA, GA

- Utilized new software solution to revamp compensation database system resulting in seamless transition of data into the new Oracle system (HRIS), resulting in 40% increased efficiency.
- Created and managed numerous contracts for Incentive team and trained them on how to understand contract terms, resulting in a deeper understanding of commissions in terms of payment for over 200 plan participants.

NETLINE ACCESS, LAWRENCEVILLE, GA - June 2007 to Feb 2008

#### **GRAPHICS/WEB DESIGN ASSISTANT**

- Updated and maintained five client websites, which produced a 30% increase in traffic.
- Created and published books, brochures, forms, and other business materials to enhance brand awareness for new and existing clients.

BLUELINX CORPORATION, ATLANTA, GA - July 1998 to January 2007

#### **HR ANALYST**

- Successfully supported sales operations through employee relations, onboarding, troubleshooting, training, payroll, and compliance that ensured a vibrant environment for a strong salesforce.
- Created and managed 10 compensation/commission and total rewards plans for regional managers and 200+ in salesforce resulting in more than \$10 million in compensation.
- Conducted and facilitated one on one and group training focused on sales compensation education for salesforce, resulting in 20% increased gross margins and 30% in sales growth.
- Established productive, collaborative relationships with all sales vice-presidents, influencing their decisions on workplace planning and policy, resulting in a 90% retention of top sales performers.
- Trained and educated employees on diversity policy and practices which significantly increased both employee participation and awareness.

## **RELATED EXPERIENCE**

GARY HOUSEHOLD, Loganville, GA

July 2010 to August 2017

#### **STAY-AT-HOME PARENT**

- Performed all household management duties, including meal planning, budgeting, and home maintenance.
- Created a fun and engaging atmosphere of learning by tutoring and coaching that promoted intentional skills for success in the classroom and extracurricular activities.

## **EDUCATION**

MASTER IN HUMAN RESOURCE MANAGEMENT; 2011 - *Keller Graduate School of Management, Duluth, GA*

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION; 2009 - *DeVry University, Decatur, GA*



Holly Ulmer York  
Senior Lecturer Emerita  
Emory University  
Atlanta, Georgia 30322



**Education:**

- 1983            Ph. D. Emory University.  
                  Dissertation: "*Trouver une langue. . .*": Theories of Ideal  
                  Language in Nodier, Gautier and Nerval.
- 1976-78        Harvard University, special standing, graduate study in French and  
                  Comparative Literature.

*Other Study and experience*

- June-July     Chambre de Commerce et d'Industrie de Paris  
1994            French Government-AATF Award: Stage pédagogique de français  
                  des affaires et des professions.
- 1987-88        Georgia State University MBA Program:  
                  microeconomics, business law, marketing.
- June-July     Université d'Avignon. French Government-AATF award  
1985            for study of contemporary French culture and literary translation.
- 1978-98        Consultant: Translation and simultaneous interpretation at  
                  conferences; including, the Carter Center, the Centers for Disease Control,  
                  CNN, the Democratic National Committee, the Coca-Cola Company, the  
                  Atlanta Committee for the Olympic Games.

**Academic positions:**

- 2008-2013     Emory University, Senior Lecturer, Department of French and  
                  Italian
- 2002-2008     Emory University, Lecturer, Department of French and Italian
- 1992-2002     Emory University. Visiting Assistant Professor.
- 1987-95        American College for the Applied Arts. Director, French Language
- 1986-87        Agnes Scott College. Visiting Assistant Professor.
- 1983-86        Emory University. Visiting Assistant Professor.
- 1980-83        Emory University. ABD Instructor.

**Teaching:**

French Theater, History of France, Intermediate French, Advanced Conversation,  
Grammar and Composition, Writing and Literacy, Writing Clinic  
Freshman seminars on Literature, Film and culture, French for Business.

**Forum participation on Teaching Research:**

"Flipping the classroom with digital media", workshop presented to the Graduate  
Pedagogy forum, Graduate Department of Religion, January 2012.



"Teaching Conversation; research and reflection on the why and the how." Emory College Language Center, January 2009.  
Teaching Tables, Emory Center for Faculty Development and Excellence, ongoing  
Language Assessment Working Group, ongoing

### **Service to the Department of French and Italian:**

Director, Emory French Studies Summer in Paris Program, 2012  
Associate Faculty Emory French Studies Summer in Paris Program, 2009-2011  
Coordinator of graduate teaching assistants:  
    Intermediate French  
    Grammar and Composition  
    Conversation  
Honor Council department liaison  
Adviser, French Club  
French representative to Emory College Language Center Executive Board

### **Service to Emory University, past and present**

Emory University Emeritus College 2013-  
    Executive board  
    Co-chair, Mind Matters Committee  
    Organizing Committee, Association of Retirement Organisations in Higher Education Conference at Emory, 2018

Emory Scholars selection and faculty advisory committees  
Fulbright Committee  
Emory University Senate  
Emory College Governance Committee  
Emory Faculty Council  
Piedmont Project Committee, Faculty seminar on Environmental Sustainability  
Graduate Orientation faculty, Emory as Place Project  
Founding Committee, European Studies Faculty Seminar  
FAME Advisor (7 years); FAME Planning Committee  
Emory College Language Center Executive Committee  
University Senate Committee on the Environment  
Honor Council faculty adviser  
Undergraduate thesis committees: Creative Writing and History

### **Grants and Awards**

2008-2009	Emory College Language Center Excellence in Teaching Award
May 2007	Emory College Language Center Fellowship Award for spring semester 2008. Project: Teaching Conversation; research and reflection on the why and the how.



- February 2006 Emory Department of French and Italian support for the production of “(No) Laughing Matters” a festival of French and Francophone films.
- July 2005 Emory College Language Center workshop grant for exploring the iPod and its use in the classroom for instruction, with development of presentational materials.
- October 2004 CTC Teaching Initiatives Fund award for development of a bank of online multi-media materials for classroom use by French 201 teaching assistants.
- May 2004 Emory Language Center Online Workshop grant supporting the development of multi-media course content in Blackboard for French 209.
- 2004-05 French Cultural Services FACSEA grant for the production of “Amis, Amours” a festival of French and Francophone films, February 2005.
- 2003-04 French Cultural Services FACSEA grant for the production of “Départs / Arrivées,” a festival of French and Francophone films, February 2004.
- 2002-03 French Cultural Services FACSEA grant for the production of “Clashing Cultures, Divided Selves,” a festival of French and Francophone films, February 2003.
- 2002 Award: Emory Center for Teaching and Curriculum, Ideas Competition
- 2001-02 French Cultural Services FACSEA grant for the production of "Identities," a festival of French and Francophone films, February 2002.
- 2000-01 French Cultural Services FACSEA grant for the production of "Cultures in Conflict" a festival of French and Francophone films, February 2001.
- 1999 Emory Languages across the Curriculum grant for development of the French language component of a Film Studies course in French film history.
- 1994 French Cultural Services Grant for study at the Paris Chamber of Commerce for development of a French for Business course.

## **Publications:**

### **Poetry**

“Falling Leaves,” “Two Hours in,” in *Whitmanthology, on Loss and Grief*, Monica



Mastrantonio, ed., Lulu Press, 2016.

"Words Unneeded," in 1<sup>st</sup> Annual ModPo Anthology, Anthony Watkins, ed., Better than Starbuck's Literary Press, 2016.

"What Princesses Do," in *Three Drops from a Cauldron*, 2015

<https://threedropspoeetry.co.uk/2015/05/29/what-princesses-do-by-holly-york/>

## **Pedagogy**

Online Activities for *Français Monde*, Robert Ariew and Béatrice Dupuy, Prentice Hall, 2011.

"The Effectiveness of a Guided Inductive Versus a Deductive Approach on the Learning of Grammar in the Intermediate-Level College French Classroom," by Séverine P. Piot, Carol A. Herron and Holly U. York, *Foreign Language Annals*, May 2011

"*Débuts / Chemin du retour*: Life after French in Action?" *The French Review*, October 2005.

With Carol A. Herron et al., "Video Versus Text in Intermediate French," *CALICO Journal*, January 2006.

With May P. Spangler, "Images of Paris: Big "C" Culture for the Non-Speaker of French," *The French Review*, Spring 2002.

With Carol A. Herron et al., "The Effect of Advance Organizers on Video Comprehension in the Foreign Language Class," *Modern Language Journal*, Spring 1998.

## **Literature**

"Gautier's *Spirite*: Beyond the Shadow of the Idea," in *The Shape of the Fantastic*, Olena H. Saciuk, ed., New York: Greenwood Press, 1990.

"Nerval and *Aurélia*: La Lettre perdue," *French Forum*, May 1986.

"Translation as Critical Approach," *Mind and Nature*, 1981.

"Sartre's *La Nausée* and Beckett's *Molloy*: Two Rocky Progressions," *Mind and Nature*, 1980.

**Reviews** published in *French Forum*, *Nineteenth-Century French Studies*, *The Chronicle of the American Translators' Association*, *The French Review*

## **Conference Presentations and sessions chaired**



"Breaking the Wave, Truffaut, Godard and La Nuit américaine," Spaces of French Migration, Culture and Politiques in the 20<sup>th</sup> Century Americas, Institut des Amériques, February 10-12 2012.

"Today, Yesterday and Tomorrow, Blending High- and Low- Tech in the Language Classroom," Knowledge Futures, Emory University, April 16, 2011.

"Accessing the iPod for classroom use," ACTFL Technology in Teaching Panel, American Council on the Teaching of Foreign Languages, Orlando, November 2008

Previous subjects include: teaching methods in French for Business as well as the theme of language in literary works by Nerval, Gautier, Rimbaud, Proust and Ruskin, Madness and Bliss in 20th-Century French Literature, Virtual Process in the Work of Proust and Camus, and The Fantastic in French Surrealist Texts.

***Blackboard web sites:***

Intermediate French material sharing site for instructors  
French 201 Intermediate French  
French 202 Advanced Conversation  
French 203 Grammar and Composition  
French 209 The Language and Culture of Business in France  
French 310 Writing Skills

**Professional Affiliations:** Modern Language Association, Alliance française, American Association of Teachers of French, Accredited member: American Translators' Association, Atlanta Association of Interpreters and Translators.



# Hope Weeks

Hoschton, GA 30548 /

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## Civic & Community Leader

Visionary, challenge-driven, successful in both professional and community arenas.  
Natural communicator with the ability to inspire individuals to work toward achieving a common goal and to create consensus among divergent groups. Assisted with several political campaigns through my involvement with our local GOP. Currently serve as Hoschton City Councilmember, Ninth District GOP Assistant Treasurer, Jackson County GOP Treasurer, Brook Glen HOA Treasurer, and Hoschton Women's Civic Club Vice President.

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## PROFESSIONAL EXPERIENCE

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### Jackson County Water & Sewerage Authority

2017-Present

#### Accounting Manager (2017-Present)

Maintain financial and operational controls and procedures. Supervise a staff of four accounting and customer service professionals while collaborating with the Finance Director on accounting and annual budget. Lead many functional projects and initiatives with operational oversight for all daily, monthly, and annual operational accounting and controls practices.

- Led successful chart of accounts and software conversion projects.
- Shortened monthly closing from 30 to 20 days by better distributing work and incorporating efficiencies.
- Managed and improved physical inventory processes.
- Developed and implemented new purchasing procedures to improve internal controls and expedite processing.
- Coordinated with Finance Director on annual budget planning and results.

### Kubota Industrial Equipment Corporation

2011-2017

*Held multiple positions of increasing responsibility over five year career with this equipment manufacturing company with complex accounting practices and multiple product lines.*

#### Accounting Manager (2014-2017)

Maintain financial and operational controls and procedures. Supervise a staff of three accounting professionals while collaborating with the Accounting Director and Treasurer on business accounting and annual budget. Lead many functional projects and initiatives with operational oversight for all daily, monthly, and annual operational accounting and controls practices.

- Led successful chart of accounts and software conversion projects.
- Shortened annual closing from 30 to 15 days by better distributing work and incorporating efficiencies.
- Facilitated successful project to standardize all processes with our sister company, KMA.
- Managed semi-annual physical inventory of \$44M across 5 buildings.
- Managed property tax filing in over 25 jurisdictions and managed Development Bond planning and filing.
- Coordinated and reported annual budget planning and results.

#### Accounting Analyst (2011-2014)

Focused on fixed asset management, account reconciliations, accounts receivable, and cash management.

- Coordinated and organized annual SOX and GAAP audits.
- Managed foreign and domestic currency accounts.
- Reviewed and reported fixed asset projects while managing budgets and coordinating with requesting departments.
- Prepared quarterly consolidated financial statement reports and annual confirmation letters.

### Greensouth Equipment

2009-2011

#### Bank Reconciliation/AP Specialist

Focused on bank account reconciliations, accounts payable management, and paperwork audits.

- Completed monthly bank reconciliations for 14 locations, posted entries to the general ledger, reconciled various internal accounts, performed audits of paperwork.
- Processed checks for all 14 locations, reconciled monthly vendor statements, resolved issues with purchase orders, and all AP duties.
- Provided support to Controller as needed, especially during month end.

### Gainesville Truck Center

2001-2009

#### Accounting Clerk

Assisted Controller in all accounting functions including accounts payable, accounts receivable, payroll, account reconciliations, and sales tax

- Performed duties of AP and AR including issuing purchase orders, entering invoices, reconciling vendor statements, issuing checks, account collections, journal entries, account reconciliation, and posting cash receipts.
  - Performed duties of Human Resources department including payroll, managing employee files, Drug Free Workplace coordination, and processing new hires.
  - Provided support to other departments including parts, sales, and service. Experienced in service writer duties and parts inventory functions. Also assisted in answering 12-line switchboard.
- 

## EDUCATION

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Bachelor of Business Administration in Accounting / Brenau University - Gainesville, Georgia / 2011



# Hubert Owens

[REDACTED] Lithonia, GA 30058  
[REDACTED]  
[REDACTED]

## Education

*Master of Theological Studies*  
Liberty University

Graduate June 2014  
Lynchburg, VA

*Bachelor of Science, Criminal Justice*  
Methodist University

Graduate Dec 2010  
Fayetteville, NC

## Employment History

**DeKalb County Republican Senator Chair**

January 2019-Present  
Atlanta, Ga

- The Legislative associate will be supervised by the Executive Director, and will work with her and work with other staff to maintain bill tracking.
- Tracking and reporting on public policy activities. The associate will be responsible for monitoring legislation and hearing schedules
- Maintaining bill tracking list, alerting staff in advance of important deadlines, coordinating and delivering testimony to Committee offices, attending bill hearings, and preparing updates, correspondence, records and reports.
- Working knowledge of the legislative process.
- Self-starter able to seek appropriate guidance and maintain accountability while working independently.
- Strong interpersonal skills, including disability and other cultural sensitivity / competency; ability to work collaboratively with diverse internal & external partners.

***Associate Director of Canvassing and Fundraising***

Donald Trump Presidential Campaign

August 2015 – Present  
Atlanta, GA

- Build team of 15-50 canvassers by recruiting from within the local community.
- Interview prospective staff and make hiring decisions.
- Teach canvassing and fundraising skills to new staff.
- Work with staff in individual and group settings, with a particular eye towards developing leaders.
- Cultivate a welcoming and motivating atmosphere.
- Canvass in the field for four days per week, to train new and experienced staff in the field and meet personal fundraising requirements.
- Manage office budget, carefully tracking income and expenses.
- Process staff payroll and maintain records for future organizing efforts.

***U.S. Congressional Candidate***

2017- 2018

- Build team of 15-50 canvassers by recruiting from within the local community.



- Interview prospective staff and make hiring decisions.
- Teach canvassing and fundraising skills to new staff.
- Work with staff in individual and group settings, with a particular eye towards developing leaders.
- Cultivate a welcoming and motivating atmosphere.
- Canvass in the field for four days per week, to train new and experienced staff in the field and meet personal fundraising requirements.
- Manage office budget, carefully tracking income and expenses.
- Process staff payroll and maintain records for future organizing efforts.
- Coalition Building
- Policy research

### ***ARMY COMBAT VETERAN***

October 2006-April 2008

United States Army

- Platoon leader
- Weapons specialist
- Humvee driver and gunner
- Received Honorable Discharge

### **Community Involvement**

#### ***Fundraising Volunteer***

Baltimore City Republicans / Republican National Committee  
Ted Cruz Campaign and Donald Trump Campaign

2016-Present  
Washington, DC

#### ***Co-Commissioner for Workforce Development***

Cumberland County

2012-Present  
Fayetteville, NC

#### ***Campaign Volunteer / Campaign Management***

Republican Party

2010-Present  
USA

#### ***Criminal Justice/Political Affairs Program Member***

Maryland Republican Party  
Baltimore County Young Republican Board Member  
Young Conservative Council Economic Development and Political Action

2006-Present  
Washington/ Baltimore

#### ***Fundraising Volunteer***

Donald Trump Presidential Campaign

2015-2016  
Baltimore Maryland

#### ***Member***

Maryland Republican Party  
National Rifle Association

2012-2015  
Baltimore, MD

#### ***Volunteer Lobbyist***

Wounded Warriors Project / NRA/ Republican National Committee

2012-2015  
Washington, D.C.

#### ***Maryland State Republican Central Committee***

2018-2019



Baltimore Young Republicans  
Baltimore County Reagan Club  
Greater Towson Republicans  
Regan Club  
Maryland Black Republican Council

Baltimore, MD  
2016-2018



# **Ian R. Smith**

Moultrie, Georgia 31768

## **EDUCATION & CERTIFICATION**

***Valdosta State University*** - Valdosta, Georgia

Educational Specialist - Educational Leadership - Graduated Fall 2013

***Grand Canyon University*** - Phoenix, Arizona

Masters of Education - Secondary Education - Graduated Spring 2012

***The University of Georgia*** - Athens, Georgia

Bachelor of Science in Agriculture - Agricultural Education - Graduated Summer 2009

**Georgia Teaching Certificate:** Educational Leadership, Health and Physical Education, Special Education - General Curriculum, Agricultural Education

**First Aid, CPR, AED Certified**

## **EXPERIENCE**

**Colquitt County Schools**, RB Wright Elementary School (574 Students) - Moultrie, Georgia - Assistant Principal  
2015 - Present

- Assisted in ensuring proper use and budgeting of local, state, and federal funds
- Site coordinator for Discipline, Testing, Data, 504, RTI/SST, AdvancED, Public Relations, Pre-K, Professional Learning Community, School Improvement Plan, Safety Plan and Protocols, and Maintenance and Facilities
- Lead administrator for implementation of PBIS
- Community Involvement liaison for STEAM certification initiative
- Assisted Principal in administration of TKES for 72 faculty and staff

**Colquitt County Schools**, Colquitt County High School - Moultrie, Georgia - Health and Physical Ed. Teacher  
2013 - 2015

- Supervised students in safe, organized, and engaging lessons
- Taught Weight Training and Team Sports
- Developed SLO for Team Sports and Personal Fitness courses

**Colquitt County Schools Athletics**, Varsity Assistant Football  
2013-2017

- Coached Tight Ends / Asst. Offensive Line
- Monitored Student Academic Progress

**Pelham City Schools**, Pelham City Middle School - Pelham, Georgia - Health and Physical Education Teacher  
2012 – 2013

- Taught proper lifting technique and weight room safety to beginning weightlifting classes

**Pelham City Schools Athletics**, Varsity Assistant Football, Wrestling, & Head Boys Track and Field

- Coached Offensive/Defensive Lineman
- Offensive Coordinator
- Varsity Assistant/ Head Middle School Wrestling
- Head Boys Track and Field

**Thomas County Schools**, Pathways Educational Program - Moultrie, Georgia - Special Education Teacher  
2011- 2012

- Taught students with moderate to severe Autism.



- Assisted students in daily academic work to reach their IEP Goals.
- Assisted in daily behavior observation reports and behavior management.
- Assistant Behavior Interventionist

**Colquitt County Schools Athletics, 7<sup>th</sup> Grade Assistant Football Coach**  
2011

- Coached 7<sup>th</sup> Grade Offensive lineman

**Carroll County Schools, Temple High School, Temple, Georgia - Agricultural Education**  
2009 - 2011

- Taught Animal Science and Biotechnology, Plant Science and Biotechnology, Basic Agriscience and Biotechnology, Agricultural Leadership, Agricultural Business Management, and Advanced and Basic Weight Training.
- FFA Advisor – 2009 Chapter of the Year
- Participated in Georgia Leadership Institute for School Improvement (GLISI) training.

**Carroll County Schools Athletics, Varsity Assistant Football Coach**  
2009 - 2011

- Coached Offensive Lineman, Defensive Lineman, and Running backs at Temple High School.
- Strength and Conditioning Coordinator at Temple High School.

**ACTIVITIES**

**UGA Football Team - 2005 - 2007**

- Position: Center
- Gained excellent leadership and teamwork skills
- Learned College Style Offense and work load

**Student weight lifting coach for UGA Football Team – 2007 - 2009**

- Worked with strength staff and learned valuable skills such as the importance of maintaining equipment and keeping a clean and safe working environment.

**COMMUNITY INVOLVEMENT AND VOLUNTEERISM**

**Active Member - First United Methodist Church Moultrie, Georgia - 2011 - present**

- Lay Leader
- Interim Youth Director -2017-2018
- Choir Member
- Young Adult Committee Chair for Council of Stewards
- Volunteer for Community Service Projects and Mission Trips
- Chairman of Summer Feeding Program Initiative
- Vacation Bible School Leader

**Court Appointed Special Advocate for Children - 2018**

- Work closely with local DFCS and court system to ensure that the best interests of Children in foster care are being met.



## **REFERENCES**

### **Summer Hall**

Principal at RB Wright Elementary

[REDACTED]  
[REDACTED]

### **Doug Howell**

Superintendent of Colquitt County Schools

[REDACTED]  
[REDACTED]

### **Ben Wiggins**

Principal at Oconee County High School

[REDACTED]  
[REDACTED]

### **Bob Jones**

Former Assistant Superintendent of Finance at Valdosta City Schools

[REDACTED]  
[REDACTED]

### **Marni Kirkland**

Assistant Superintendent of Curriculum and Instruction at Colquitt County Schools

[REDACTED]  
[REDACTED]



Irene B. Stannard

Suwanee, GA 30024

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## **Objective**

To use my health care and management knowledge to keep your organization running smoothly.

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## **Education**

### **Southern New Hampshire University, Manchester, NH**

Masters in Health Care Administration Ongoing (projected graduation May 2018)

Overall GPA: 4.0/4.0

### **Brenau University, Gainesville, GA**

Bachelors of Science, Biology, Physician Assistant concentration May 2015

Overall GPA: 3.36/4.0

### **Gwinnett Technical College**

Emergency Medical Technician April 2016

### **A.P.I., Gainesville, GA**

Certified Nursing Assistant, 2012

### **Phlebotomy Services, Tysons Corner, VA**

Phlebotomist Certification, 2013

## **Relevant Courses:**

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## **Relevant Experience**

Good News Clinic, Gainesville, GA 2013-2017

**Lab Manager/PCT/Scribe/Trainer**

Tough Mudder, Fairburn, GA May 2016

**Medic, Obstacle Station & In Field**

Ridgeview Institute, Smyrna, GA, 2014

**Clinical Assistant for all Cottages**

Self-Employed, 1990-Present/Spa Owner. 1997-2000

**Massage Therapist, GA Lic. MT000043**

Insurance Claims Analyst 1982-1997

**Met Life, Confed Admin, BC/BS Ga**

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## **Additional Skills**

Proficient use of Microsoft Word, Excel and Statcrunch

Trained in 10 lead EKG, Mental Health and Behavioral Modalities, Epic Data Systems, ICD-10, CPR (Current) , Patient Data Management, HIPAA compliancy and many, many more, available upon request.



# Jaimee L. Bonin

[REDACTED]  
Savannah, Georgia 31419  
[REDACTED]  
[REDACTED]

## PROFESSIONAL PROFILE

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- Proficient in Microsoft Office: Word, Excel, PowerPoint, Access, QuickBooks
- Maintaining Dean's List during college career
- Exceptional customer service skills
- Willing to relocate

## EDUCATION

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<b>Georgia Southern University</b> Savannah, Georgia Bachelors of Business Administration- Accounting	Expected Graduation May 2022
<b>Savannah State University</b> Savannah, Georgia Bachelors of Business Administration- Accounting	Expected Graduation May 2020
<b>Savannah Technical College</b> Savannah, Georgia Accounting Diploma, GPA: 3.44	2009 - 2011

## WORK EXPERIENCE

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<b>Alan's Auto Glass</b> <i>Office Manager</i>	6/2018-Present
Schedule appointments, take payments, billing, accounts payables, accounts receivable, set up new accounts, order parts, customer service.	
<b>Southern Motors Honda, Savannah, Georgia</b> <i>Parts Associate/Service Writer</i>	10/2015 -6/2018
Check in parts, make appointments, cashier, create and close out invoices, look up parts for customers, answer phones, translate customer needs to mechanics, call customer with estimates, rent cars to customers that have cars in the shop	
<b>Pooler Mini Storage/Coastline Concrete, Pooler, Georgia</b> <i>Office Manager</i>	02/2009 - 01/2014
Answer multi-line phones, take payments, rent out storage units, prepare units for new renters, maintain general ledger, balance sheets, reconciling books, accounts receivable and payable	
<b>Pep Boys, Savannah, Georgia</b> <i>Service Writer/Parts Manager</i>	03/2005 – 07/2008
Answer multi-line phones, check customers in and out, call customers with estimate of repairs, take inventory, count safe and cash register at beginning and end of shift	



## James Cross

Waynesville, GA 31566

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### Maintenance Worker

#### Summary

I am currently employed with Southern Food Service. At the Federal Law Enforcement Center Glynco, Ga. I have been employed in Maintenance for the last 10 years.

#### Experience

Southern Food Service, Glynco, Ga

1/2008 to Present

##### **Maintenance**

Job duties include daily visual checks, Preventive Maintenance, replacement of exterior lights, replacement of electric motors, gas valves on fryers and oven, trouble shooting on equipment, replacing control boards, fuses, coils, pumps, plumbing, jetting drains, replacing faucets, repair and upkeep on tennant floor scrubber, cleaning and upkeep on Taylor soft serve machine, exhaust fans, running and installing cat 5 cable for cash registers and computers, installing time clocks, repair dining tables and chairs, checking and upkeep of water softer, interior lights, steam and condensate lines, replacement of damaged ceiling tile and diffusers, replacing damaged drain lines, on call as needed. Maintenance is responsible for up keep and insuring proper running of equipment.

My Manager is Joe Ely. Phone number [REDACTED]

Current Salary is \$22.15 an hour.

Amports, Brunswick, GA

2000 to 1/2008

##### **Management**

Volkswagen/Audi Production Manager

As Production Manager I was responsible for daily damage reports, production and throughput, receiving, shipping, repair of vehicles, staffing, evaluations, training, tracking hours worked and transferring to correct accounts for payroll, I worked directly with resident engineers and port rep to insure vehicles were shipped correctly and timely to dealerships,

AHNTECH, La Junta, CO

1999 to 2000

##### **general**

While working for AHNTECH I was responsible for acquisition and tracking of military aircraft for training. At time of no flights duties included repair of transmitters, preventive maintenance of work area.

Walmart , Douglas, Ga

1990 to 1999

##### **Management**

My duties included writing evaluations, commendations, job opening request, daily, weekly and monthly reports over my assigned area, I was assigned areas on the P and L report on a quarterly period. Tracking damaged, lost and misshipped freight New hire interviews.

Mcdonalds, Kingsland, GA

1988 to 1990

##### **manager**

opening and closing of store, inventory, food deliveries, night deposits

US NAVY, USS DWIGHT D. EISENHOWER (CVN 69)

11/1983 to 11/1987

##### **Personnelman 2nd class**



My duties included transfers and receipt of enlisted personnel. Discharge of enlisted personnel. Up keep of enlisted service records. While in the Navy I received the Navy Achievement Medal for my work overseas in an understaffed area doing the work of to senior enlisted personnel. I was discharged in 1987 with an Honorable Discharge

### **Education**

Florida Firefighting Academy, Jacksonville, Fl I completed the Florida fire fighting academy	1988
US NAVY Personnelman Class A school, Meridian, MS	1988
Wilcox County High School, Rochelle, Ga H.S. Diploma	1983



# James W Duncan

Grovetown, GA 30813

## EDUCATION

### **The University of South Carolina**

**Dec 2003**

*Bachelors of Science in Finance & Business Management: GPA 3.4*

### **The University of South Carolina**

**Jun 2008**

*Master's in Business Administration – Concentration in International Business: GPA 3.4*

## PROFESSIONAL EXPERIENCE

### **Southeast Pump Specialist, Inc. – Augusta, GA**

**Jan 2014 - Current**

#### General Manager

- Manage all facets of our operation from sales to marketing, accounting and production
- Allocating budget resources, formulating policies, coordinating business operations, monitoring and motivating staff
- Developing and implementing growth strategies.
- Evaluating performance and productivity.

#### Corporate Controller

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Manage operational cash flow
- Oversee cost accounting and responsible for achieving budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Maximize return, and limit risk, on cash by minimizing bank balances; making investments.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.

### **The NutraSweet Company – Augusta, GA**

**Nov 2012 - Jan 2014**

#### Manager of Financial Planning and Analysis

- Conduct financial modeling (short and long term), planning, forecasting, variance analysis, and budgeting.
- Produce and assemble our consolidated financial package and month end financials with balance sheet, income statement and cash flow statements for investors and Bank of America for borrowing purposes
- Manage fixed assets and capital planning activities along with 13 bank reconciliations world-wide to determine our need to borrow based on receivables and our cash position
- Responsible for audits and foreign tax reconciliation with Hong Kong, Shanghai and Indonesia
- Identifies, analyzes and tracks trends that impact financial performance (e.g., new/changed product offerings, utilization and operations).
- Identifying, analyzing, responding to, and monitoring risks and opportunities, within the internal and external environment facing the company

### **CSI Steel – Columbia, SC**

**Sep 2005 - Nov 2012**

#### Corporate Purchasing Manager (Jun 2009 - Nov 2012)

- Represent CSI in negotiating contracts and formulating policies with suppliers.
- Maintain fiscal responsibility through cost cutting measures and adherence to departmental budgets. Ensure Lean Manufacturing principles are being followed
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales and ensure all items needed for production are scheduled and arrive just in time for all five plant locations across North America
- Interview and hire staff, and oversee operations staff training along with developing and implementing purchasing and contract management instructions, policies, and procedures.

#### Financial Analyst (Sep 2005 - Jun 2009)

- Responsible for all cost accounting pertaining to our CMP Division on a monthly book closing basis and creating its fiscal year budget and forecast
- Analyze scrap and yield along with margin and cogs monthly to make recommendations to our Board and Senior Managers on how to improve our bottom line
- Various ROI and NPV calculations to determine attractiveness of new projects and analyze the production line process through trend analysis to recommend cost saving measures
- Oversee our daily cycle counting process which has inventory value worth over 60 million dollars in steel coils in order to maintain fiscal inventory integrity



Internal Auditor

- Reconcile a stores receivables and inventory by removing items that cannot be found and research why the item or items are missing
- Review free time, void payment, active agreement and deposit reports to verify all accounting activity 100% and research all discrepancies
- Conduct compliance audits to assure safety and to satisfy all state and federal regulatory laws and commissions
- Verify that store management is operating according to store operating procedures and policies and upholding Aaron's cultures and standards

ADDITIONAL INFORMATION

Languages: Working knowledge in Spanish

Computer: NetSuite, QuickBooks, Excel, PowerPoint, SAP, AS/400, Jobscope, Microsoft AX, Prophix and Hyperion

Organizations: Member of Delta Sigma Pi Business Fraternity



# James C. Elrod

Jefferson, GA 30549



**SUMMARY-** A well-rounded and proven accounting and finance manager of \$14 million budget and \$127 million of Capital Assets with over 17 years accounting experience. Health and safety minded with loss control awareness knowledge that benefits the Employer.

**EDUCATION-** **The University of Georgia** **Athens, GA**  
Bachelor of Science in Agribusiness- Poultry Science Focus May 2002  
Lanier Tech- Associates Degree in Fire Science June 2010  
NR Emergency Medical Technician- Intermediate May 2005  
Honor Graduate of Jefferson High School June 1998

**EXPERIENCE-** **Town of Braselton** June '13 – Present  
Prepare Financial Statements, Perform Audit Work, GASB Braselton, GA  
Ensure Government Compliance, Develop and Manage \$14 Million Budget  
Maintain 43 Separate Bank Reconciliations, Manage Capital Asset Inventory & CIP

**Hall County Emergency Services** April '04 – Dec. '17  
Operations Lieutenant- Station Crew Supervisor / NR-EMT-I Gainesville, GA

**Wayne Ivey Bowen, CPA** June '07 – June '13  
Accountant- Managed Fixed Assets, Prepare Financial Statements Gainesville, GA  
Perform Govt. Audits, Complete Payroll Taxes, Corporate, Personal Tax Returns

**Wayne Farms LLC** June '02 – '06  
Staff Accountant / Inventory Supervisor- Create Key Point Indicators Pendergrass, GA  
Develop Sales & Purchases P&L / Weekly Financials for \$11 million Sales

**Gold Kist Inc. Poultry Processing Plant** Summer 2001  
Inspect / Quality Assurance Test / Internship Athens, GA

**Environmental Earthscapes, Inc.** Summer 2000  
Install and Design Landscape Management Jefferson, GA

**Stork Gamco Inc. Poultry Processing Systems** Summer 1999  
Collect data and Complete ISO 9000 QA manual Gainesville, GA

**Jackson Electric Membership Corporation** Summer 1998  
Underground Line crew / Internship Jefferson, GA

**COURSES-** Accounting II, Ag-Econ, Marketing, Policy, Ag-Processing, Econ II, Econ Principles, Ag-Finance, Ag-Mgmt, Chemistry II, Biology, Resource Econ, Public Relations, Treasury Mgmt, Environmental Law, Poultry Nutrition, Poultry Production, NPQ Officer 2, Rope & Haz-Mat Tech, Safety Officer, Debt Admin, CIP Process, Budget, EMT, CPR & AED

**HONORS-** Dean's List at UGA in 1999 and 2002, Life Saving Award

**TECHNOLOGY-** Microsoft 365: Word, Excel, PowerPoint; Creative Solutions, Blackbaud, QuickBooks

**COMMUNITY-** Volunteer Fireman since 1998, Assisted raising \$135,000 for non-profit WSA in 8 years



██████████ Hephzibah, GA 30815  
██████████  
██████████

# Rod Goins

Objective

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I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities. I want to excel in this field with hard work, perseverance and dedication. And lastly, I want a career where I can use my skills and knowledge to help the company and my coworkers be successful.

Experience

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- 2012-Present

Augusta Coca-Cola

Augusta, GA

Area Manager

  - Manage 41 employees - including payroll, attendance calendars, job performance/training, morale, corrective action, daily assignments and career paths.
  - Manage 24 local independent CR contractual agreements.
  - Manage yearly volume of 900,000 cases and \$14,100,000 in revenue.
  - Assist KAM's in managing NRS accounts and manage all other accounts within assigned territory.
  - Manage communications between KAM staff and local sales team.
  - Set up all new accounts and pricing within assigned territory.
  - Assist SCM with various tasks – including budget, customer relations, employee incentives, equipment/vehicle inspections, sales rallies and employee gatherings.
  - Attended CCBCU Leadership Academy and Collaborating for Value courses.
  - Member of Augusta's "Go to Market" group (throughout its entirety).
  - Assist with store sets (as needed) due to set team scheduling conflicts.
  - BDL Champion for Augusta sales center.
- 2009-2012

Augusta Coca-Cola

Augusta, GA

Vending/Project Manager

  - Managed all vending/cold equipment pick-up and delivery for the Augusta Sales Center.
  - Managed cooler delivery employees in Augusta.
  - Managed all AAFES full service vending accounts at Fort Gordon and Third Party Vendors in Augusta.
  - Managed consignments and commissions for full service vending for the Augusta Sales Center.
  - Managed USA Tech card readers for the Augusta Sales Center.
  - Managed all full service locks/keys for the Augusta Sales Center.
  - Managed hidden surveillance cameras in full service (resulting in multiple convictions) for vandalism and theft from full service vendors.
  - Used GoTool for prospecting new accounts in the Augusta territory.
- 2008-2009

Augusta Coca-Cola

Augusta, GA

Bulk Area Manager

  - Managed 4 sales routes in the Augusta bulk department as well as 12 bulk accounts.
  - Managed daily delivery dispatching for bulk drivers.
  - Managed all employee schedules, vacations, corrective action and vehicle assignments.



2000-2008                      Augusta Coca-Cola                      Augusta, GA  
Sales Supervisor – EZ Pallet

- Sales Supervisor for Elberton, GA territory and then Wrens/Louisville territory for the Augusta Sales Center.
- Managed 2 sales routes including employees, customer relations, point of sale, out of date product, store inventory level and all incremental sales in each area.
- Piloted the EZ Cart system for Coca-Cola United in the Wrens/Louisville area which has become standard delivery system for Coke United.

1999-2000                      Augusta Coca-Cola                      Augusta, GA  
Senior Sales Relief – EZ Pallet

- Relief for Sales Supervisors and Route Salesmen during vacations, sick days or any absences.
- Relief for heavy caseloads, where needed.
- Built multiple creative displays for The Masters and holidays.

1994-1999                      Augusta Coca-Cola                      Augusta, GA  
Route Salesman – EZ Pallet

- Worked the Thomson, Ga route and then the Washington Road route for the Augusta Sales Center.
- Delivered and merchandised product, filled coolers, rotated product, cleaned shelves and coolers, picked up empty flats and established good customer relationships.
- Managed and settled all cash payments and full service collections daily.

1993-1994                      Augusta Coca-Cola                      Augusta, GA  
Relief operator – Production

- Relief operator for 20oz bottle production line to include help with vacations, sick time or any event an operator had to leave their station for.
- Part of the Contour bottle introduction.

#### Education

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1991-1992                      Georgia Military College                      Augusta, GA

- Business Administration courses.

1986-1990                      Westside High School                      Augusta, GA

- Graduated under College Preparatory Program.

#### Interests

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Family, UGA football, Hunting, Fishing



# James Good

## Operations Director - Subway

Register, GA 30452

[REDACTED]

To continue my journey and development. To accomplish others through my experience and knowledge.  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Shuttle/Parts Driver**

Vaden Automotive Group - Savannah, GA - August 2016 to July 2017

Drove and picked up guests to their destination, delivered parts and tires, test drove repaired vehicles. Laid off due to slowing sales on 7/6/17.

#### **Operations Director**

Subway - Statesboro, GA - August 1990 to April 2016

Anything and everything that involves the opening and operation of multiple Subway locations. Retired on 4/29/17 after 33 years.

#### **Employee, Manager, Area supervisor, Operations Director**

Subway - Jacksonville, FL - August 1983 to August 1990

#### **General Manager**

Jack in the Box - Jacksonville, FL - 1976 to June 1983

### AWARDS

#### **Deen Day Smith Service to Mankind Award Winner**

April 2007

#### **Manager of the Year**

October 1984

#### **Small business of the year Bulloch County**

June 2006

### CERTIFICATIONS/LICENSES

#### **Introduction to Sign Language**

November 2015 to Present

#### **Serv Safe Proctor**

November 2015 to November 2018

### ADDITIONAL INFORMATION

Skills



Time Management

Multi - Tasking

Leadership

Motivation/Communication

Marketing

P & L responsibility



**James W. N. Morrow Jr.**

**Austell, GA 30168**

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### **Summary of Qualifications**

A highly motivated educator/coach with solid knowledge and experience in evaluating student-athletes with a wide range of physical, mental, and emotional challenges. I have successful classroom teaching experience and instructional leadership and organization skills that meet the educational need of all student-athletes on all levels. Experience in working as part of a team with professionals in education, social services, and various agencies. I also have excellent communication and presentation skills with individuals' at all educational levels. I am currently licensed by the Georgia Professional Standard Commission to teach the following courses- Behavioral Science, Health and Physical Education, Economics, Geography, History, and Political Science. I have a total of 21 years of educational instruction and coaching experience.

### **Area of Strength**

Secondary Education-Child Study Teams-Coaching Skills- Family Liaison Programs  
Supervision-Staff Training- Leadership

- \*Experience in conducting full-scale evaluations of secondary age students.
- \*Ability to assist families in securing special services to address their child's needs.
- \*Developed training programs for teenagers who are physically mentally challenged.
- \*Utilizing methods, which help students adapt to different levels of achievement.
- \*Create positive discipline plan, which promotes student responsibility, problem solving skills, and student accountability to reduce student discipline problems.

### **Professional Experience**

#### **Jonesboro High School-Jonesboro, GA.**

**2015-Present**

I currently teach A. P. Human Geography, Economics, U.S. History, American Government and coach swimming. My responsibilities include preparing, organizing, communicating and preparing weekly lesson plans. I also have skill conferencing with students that are having discipline and/or academic problems as well as with parents to analyze/resolve their problems. In addition to working with high school staffs to develop strategies for teachers to handle discipline problems that ensure quality use of instructional time in the classroom.

#### **Georgia Politics-Atlanta, GA**

**2016-2018**

I was a candidate who sought election to the [Georgia House of Representatives](#) to represent District 39. I lost the general election on November 6, 2018, after advancing from the primary on May 22, 2018. I was also a [2016](#) candidate for [District 38](#) of the [Georgia State Senate](#).



**North Clayton Middle School-College Park, GA.**

2008-2015

Social Studies, Physical Education/Health Instructor. Responsibilities also included coaching football, basketball, and track. Duties also included, Social Studies Department Chair, School improvement team, Data team, planning, organizing, communicating and preparing weekly lesson plans. I also have skills conferencing with students that are having discipline and/or academic problem as well as with parents to analyze/resolve their problems. In addition to working with middle and high school staffs to develop strategies for teachers to handle discipline problems that ensure quality use of instructional time in the classroom.

**Nike Elite Basketball Camp Instructor-Atlanta, GA**

Summer 2013

Coach/Instructor –A camp sponsored by Nike to help student/athletes develop fundamental skills in shooting, passing, dribbling, rebounding and defense. In addition to helping student/athletes gain the type of focus and intensive training that is essential for improvement.

**North Clayton High School-College Park, GA**

2010-2012

Former Head Varsity Girls Basketball Coach, duties included-Conducting practice, planning practice and game schedules. In addition, to handling paperwork responsibilities, including submitting rosters and health forms, creating a budget, submitting schedules, ordering equipment, fundraisers, booking court time and scheduling buses. As a coach, I create an environment in which the team can use it skills and abilities to their maximum potential.

**Sylvan Hills Middle School-Atlanta, GA.**

2006-2008

Social Studies/ Physical Education /Health Instructor/Athletic Director, Head Boys' Basketball Coach, Head Boy's Football, and Head Boy's Track Coach. In addition to participating in on-going staff development activities, collaborating with colleagues to develop instructional goals, teaching activities, assignments, and assessments to promote student achievement in all areas of core courses.

**E.W. Clark Magnet High School, Las Vegas- NV.**

2003-2006

Physical Education/Health/Strategies for Success Instructor/Head Women's Basketball Coach, Head Track Coach, Head Women's Golf Coach and Assistant Football Coach. Work with Assistant Principal in planning and implementing various programs of the school. Plan, prepare, and present in-service training and curriculum workshops. Duties also included planning, organizing, communicating, and preparing weekly lesson plans.

**Charles I. West-Edison-Junior Academy- Las Vegas, NV.**

2001-2003

World Geography/Physical Education/Health Instructor/Head Boys Basketball Coach. Assist Principal and Assistant Principal in planning and implementing various programs of the school. Responsible for individual educational and evaluations. Plan, prepare and present in-service training and curriculum workshops. Duties also included, planning, organizing, communicating, and preparing weekly lesson plans.

**Paul Lawrence Dunbar Magnet Middle School-Little Rock, AR.**

1999-2001

Arkansas History Instructor, Boys' Basketball, Football, and Girl's Track Coach



Assist the Principal in planning and implementing various programs of the school. Responsible for coordinating teacher evaluations and conducting classroom observations. Prepare and present in-service training and curriculum workshops. Duties also included, planning, organizing, communicating and preparing weekly lesson plans. Conference with students that are having discipline and/or academic problems, as well as with parents to analyze/resolve their problems. In addition, to working with middle and high school staffs to develop strategies for teachers to handle discipline problems that ensure quality use of instructional time in the classroom.

**Arkansas Angels AAU Organization-Little Rock, AR.**

1999-2001

16 and under Head Boys Basketball Coach Duties included: Providing Little Rock area youth with positive mentoring and role models. In addition to developing basketball experiences that provide players with the tools and settings to develop their fundamental team basketball skills as well as individual concepts necessary to take their game to the next level through persistence and commitment. I taught players the values of integrity, respect for self and opponents, selflessness, responsibility, teamwork, tenacity, and leadership.

**Philander Smith College, Little Rock, AR.**

1997-1999

Men's Assistant Basketball Coach and NYSP Coordinator and Tennis Instructor P.E. Instructor Responsibilities included, teaching undergraduate courses, travel budget, equipment budget, coordinating team travel, recruiting organization, alumni and booster, video exchange, team scouting and conducting preseason practice. In addition, to recruiting student athletes in the southwest region of the U.S.

**Step One Alternative, Pulaski County Juvenile Services, Little Rock, AR.** 1997-1999

Self-contained classroom teacher involved in planning and implementing various programs of the school. Subjects taught: science, reading, social sciences, P.E. and Health.

**Education**

University of Arkansas – Little Rock, Arkansas

M.Ed. Secondary Education – 1999

Social Sciences

University of Arkansas – Pine Bluff, Arkansas

B.A. History – Minor Physical Education/Health – 1997

**Other Skills**

Computer Literate: Windows, Microsoft Word, Word Perfect, Print shop deluxe, Power point presentations, and internet experience.

**Personal Interest**

Reading, traveling, exercising, and interaction with diverse groups of people



### **Activities/Awards**

Member, University of Arkansas at Pine Bluff Men's Basketball and Track Teams; Three year starter for the Men's basketball team, 1995-96 Defensive player of the Year, 1994 MVP of Men's track team, set the school record in the high jump with a jump of 6'10"  $\frac{3}{4}$ , Mentor for Junior high school students; Golden Ambassador, UAPB Men 100; Honor Student; University of Arkansas at Pine Bluff Student Government Association Academic Athlete of the Year for Basketball and Track, 1993-1996 (3 consecutive years), Member of the Arkansas Wings AAU organization, teammates of Derek Fisher (Former Head Coach of New York Knicks) and Corliss Williamson (Current Assistant Coach Orlando Magic), member of Kappa Alpha Psi Fraternity, Inc.

### **Quick Summary**

**James Morrow** (Republican) was a candidate who sought election to the Georgia House of Representatives to represent District 39. Morrow lost the general election on November 6, 2018, after advancing from the primary on May 22, 2018. Morrow was a 2016 Republican candidate for District 38 of the Georgia State Senate.

Morrow received a B.A. in History from the University of Arkansas at Pine Bluff in 1997 and his M.A. in secondary education from the University of Arkansas at Little Rock in 1999. He works as a high school teacher/coach and academic recruiter for the University of Arkansas at Pine Bluff. Morrow is licensed to teach by Georgia Professional Standards.

I am the best candidate for the position because I am very effective, very efficient, and I know how to work with people. Regardless of their political affiliation. I am the best candidate because I am not a lifelong politician. As I was told when I first mention to someone that I was planning on running for office six years ago. They laughed and said I was just a regular school teacher and a coach, no one is going vote for you is what I have been told numerous times. Whether I win or not I will have brought attention to the major concerns and issues that no one seems to know about or know about and just don't care. It is time to fix Education.

For the past 22 years, Mr. Morrow has been an educator and coach in Little Rock School District, Clark County School District in Las Vegas, Nevada, Atlanta Public Schools and currently Clayton County Public Schools. Subjects I have taught include-Economics, A. P. Human Geography, History, Political Science, Government, Political Science, Physical Education and Health.



JAMES M. PLAZO

Acworth, GA 30102

GOAL: To be appointed as U.S. Senator and complete the term of Johnny Isakson. My 25+years civilian and 20 years military experience uniquely qualifies me to bring a broad understanding to a large spectrum of the population. I achieved the rank of Major in the Army, and National Guard before leaving a path for battalion command to help care for a disabled family member. Current or former affiliations and memberships include Assoc of US Army; Field Artillery Assoc. American Legion, NRA, MOAA, AMAC. as well as others. I've also served as Parish council president in a church and other positions from participating - teaching.

- My interests politically are for a free market health care system to reduce costs. I am opposed to one payor plans.
- I favor consideration of a revised tax law and would consider a fair tax, consumption tax or flat tax instead of the volumes of tax laws currently in use.
- A resident of GA for over 24 years I believe I can represent this constituency well.

#### EXPERIENCE:

1) Currently I am a Subrogation Specialist working remotely for Latitude Subrogation Services. An independent third party administrator in the investigation and collection of monies paid out for property insurance claims coming from construction defect, product defect, tort parties and contract law. Investigate and negotiate, interpret contracts.

2) Access Insurance Adjusters LLC; started 02/ 2016; 2.25yrs - Company RIF 04/30/2018

Review and audit auto and injury claims for potential recovery utilizing the appropriate state negligence statutes and laws. Report trends on quality of files to management. Complete investigations including interviews, scene inspections and damage disputes for subrogation. File Applicant, Respondent & Counter Arbitrations. Negotiate. This company closed in April 2018.

Manage recovery from other carriers, attorneys and uninsured motorists with or without using a vendor. Advisor to unit manager and claims training manager on claim and investigation quality for adjuster and process flow improvement.

Mentor and share knowledge or claims expertise with claim adjusters and subrogation adjusters. Additional duties or projects as requested by VP of claims.

3) CNA Recovery Operations - (multiple positions) 13.5 yrs

Investigate, evaluate, resolve liability, and negotiate recovery of worker compensation, material damage, property and medical subrogation claims. Conduct liability and product investigations on commercial worker compensation claims. Coordinate with experts, compensation adjusters, liability adjusters, plaintiff attorneys, defense and subrogation counsel including Global settlements. Audit claims for recovery potential in consideration of comparative or contributory negligence statutes. Authority to settle claims up to \$100,000. Multi-state experience.



As Arbitration specialist, file first party claims including special arbitration; counterclaims, affirmative defense as well as Med-Pay, Worker Compensation, Auto Material Damages and property claims.

Defense Base Act, (Longshore claims); 4yrs

Responsible to review, audit, research, prepare and file claims with The Department of Labor for reimbursement under the war hazard provisions of the Defense Base Act. This started as one person (myself) to develop the process map, spreadsheet and procedures in conjunction with the adjusters and support teams. Eventually developed into a team of five plus a manager. Claims involved millions of dollars annually for benefits paid and recovered. I directly or indirectly submitted or supervised the submission of nearly \$80 million in claims and recovered about \$50 million over 4 years.

4) Senior Claim Representative (AIG Claim Service, Inc. 2yrs

Investigate, evaluate, negotiate and resolve liability, material damage, property and bodily injury claims of moderate to severe nature within prescribed authority. Determine proper coverage. Establish, recommend and authorize adequate, appropriate reserves and claim payment up to authority and or policy limits.

Manage and supervise litigated files with attorneys. Litigated files averaged 65% of pending. Used AIG automated claim systems and software such as Wrexpert biomechanical for low impact analysis. Assisted training and mentoring of new claim representatives. Multi-state experience.

5) Associate District Manager - Marketing & Training (NHCD)

National Health Care Discount 4.5yrs

NHCD is/was a Discount Health, dental, chiropractor and vision plan sold via telemarketers. Responsible for customer service, survey and marketing representatives working from home and office. Interview, hire, train & manage phone survey and marketing representatives for my team. Achieved top sales qualifications, consistently ranked in top ten producers nationwide.

6) Claim Specialist – (Nationwide Insurance & Permanent General) 9yrs 1982 to 1995

My positions at Nationwide (standard insurance) and at PGAC (mostly non-standard) I handled and recommended settlement of non-rep and attorney represented injury & property claims including total loss, within assigned authority and or policy limits. Reviewed and completed liability investigations, conducted/requested scene investigations. Compiled, researched, negotiated and recommended injury settlements to management (including structured). Conducted litigation management with contract and company attorneys when required. Occasionally attended hearings. Applied comparative negligence according to appropriate state laws. Filed Arbitration. Multi-state experience.



6) Assistant Professor of Military Science - U.S. Army & University of Akron 11/11/88 - 12/31/91  
Prepared outlines and taught courses at the University level ranging from Freshmen to Seniors.  
Primary class was American History and Military History to Sophomore level students.  
Emphasis was placed on the development of the civilian oversight of the military in western society and volunteer armies. Other class samples were the Geneva Convention, Rules of War, Ethics and other military related topics. Interviewed and evaluated potential candidates for ROTC and academic scholarship applicants. Performed as academic advisor for all ROTC scholarship students and the sophomore ROTC class, mentored students.

#### EDUCATION:

CCLA/ FCLA - American Educational Inst. (Casualty Claim/ Fraud Claim Law Associate)  
U.S. ARMY COMBINED ARMS SCHOOL (CAS3) Ft. Leavenworth KS 1992  
- Mid Level Staff and Operations course (received post-graduate credits)  
U.S. Army Officer Advanced Course Field Artillery, Ft. Sill, OK 1984  
U.S. Army Officer Basic Course Air Defense Artillery, Ft Bliss, TX 1978  
U.S. Army Enlisted Basic and Advanced Individual Training Ft. Jackson, SC 1974  
UNIVERSITY OF AKRON B.A. - POLITICAL SCIENCE 1978  
TOASTMASTERS INTERNATIONAL - CC designation & Club President for 2yrs

CONTACTS/References - Military References available upon request  
404-514-3284 cell - Ryan Noordhoon Unit Manager at Access (former Marine)  
404-313-6962 cell - Tyler Freeman ( Access - now VP at another company)  
770-312-2226 cell - Ginger Glass - (former manager at CNA - now works for a TPA)  
678-463-5652 cell - Vance Woods (former manager still works at CNA)  
678-482-1688 cell Cynthia Gawrys (former manager at AIG)  
678-778-2063 cell - Jeanne Alpers (personal reference)  
404-550-1051 cell - Julia Weeks co-worker/personal reference

U.S. Military Service: (Current Status - Retired Reserve; Rank - Major)  
Army National Guard & Active Duty Positions

Primary positions included;

Assistant Professor of Military Science, Army ROTC (3yrs)  
1/134 Field Artillery, Battalion Operations Officer  
37th Armored Brigade Fire Support Officer  
State of Ohio Artillery Transition Training Officer  
107th Armored Cavalry Regiment Fire Support Officer  
2nd Squadron, 107th Armored Cavalry Regiment Fire Support Officer  
2nd Squadron, 107th Cavalry - Howitzer Battery Commander (4 years)  
3rd Brigade, 9th Inf. Div Air Defense Artillery Liaison Officer & Platoon Leader (3yrs)



Some highlights of my duties included but not limited to:

Prioritize & monitor training of individual to multi-level unit tasks for a Battalion 600-person unit.

Coordinate training calendars & events for six separate units across Ohio.

Coordinate movements of the vehicles within the Battalion to and from training sites & in tactical exercises.

Commanded 150 person Artillery unit; exceeded standards in training, logistics, & administration

Passed Two Dept of Army/Pentagon inspections for training, logistics, administration, security & tactics. As a nuclear capable 155mm artillery unit it was my understanding we were the first National Guard unit to be tested and pass this testing.

Assisted the Regiment to write a revolving 3year training plan to prepare units to do the same.

Assisted the Regiment to write the 2 week task by task tactical testing program.

As Artillery and heavy weapons Range officer monitored training and safety for live fire exercises. This ensured safety of the military personnel doing the firing and that no civilians wandered onto the range impact areas.



James S. Richardson  
Duluth, GA 30096



#### O B J E C T I V E

To provide a foundation for discussing employment and business opportunities in various fields of endeavor.

#### S U M M A R Y

- Solid experience as a broker and developer: sales and management. Responsible for new commercial properties being built and leased in excess of 1,000,000 square feet. Most recent project is a retail and industrial park of 25 acres. The focus of these developments encompassed the entire spectrum of acquisition or sale of raw land, guiding these properties through the regulatory stages of zoning, platting, site planning, and leasing. Moreover, creation of pro forma funding proposals for mortgagees was an integral part of the process. In addition, James represented major developers in the sale of single-family homes and buildable lots.

- Well-rounded experience in the securities industry in sales and management. Most recent position was Southeastern Regional Manager for a premier money manager on Wall Street. Featured on TV and radio on several occasions as an expert regarding retirement planning.

- Inventor: Methods and Systems for Providing a Safety Apparatus to Distressed Persons: #9,745,062 & #9,809,307

#### W O R K     H I S T O R Y

James S. Richardson, Developer  
1991-2019

Last project developed was a 25-acre mixed-use industrial park in northern Alabama. A current project slated to be built includes a major oil company and AAA fast-food restaurant in a co-branded concept on 2.2 acres. The site plan also includes a national motel of 40-60 units.



Pg.2, Richardson

President, James S. Richardson & Associates, Inc.

1977-1991

This entity was a hands-on real estate brokerage and development firm. In the course of business, three Publix anchored shopping centers were brought to fruition.

Moreover, James S. Richardson & Associates represented major developers as their exclusive agent. James was the broker for several transactions including McDonald's, Burger King, Wendy's, 7-11, Mobil Oil, Shell Oil, Coral Gables Federal, Flagler Federal, Glendale Federal, Royal Trust Bank, Westinghouse (Coral Ridge Properties, et al.)

Southeastern Reg. Manager, Lord, Abbett & Co. 1975-1977  
Functioned as a mutual fund wholesaler to the retail firms operating under the N.A.S.D. & S.E.C. With a stable of mutual funds under Lord, Abbett's management, the sales of the products doubled in two years in assigned territory.

#### E D U C A T I O N

B.A., University of Miami, 1965

Graduate School, Florida Atlantic University, 1966-67

Allstate Construction College, 1971

Graduate School, Capella University, 2002

#### C O M P U T E R   S K I L L S

- MSOffice, PowerPoint
- Created and copyrighted a menu for a website application.

#### L I C E N S E S & C E R T I F I C A T E S

- Licensed Real Estate Broker: Georgia and Florida
- Life & Health Underwriter, #218(Florida, inactive)
- Mortgage Broker (Florida, inactive)
- Securities Principal (NASD & SEC, inactive)

#### Awards:

Who's Who in America, 2003, 57th ED

Who's Who in America, 2004, 58th ED

Who's Who in Finance and Business, 2006, 35th ED

Who's Who in Finance and Business, 2008-2009, 36th ED

Who's Who in America, 2013 ED



Pg.3, Richardson

Who's Who in America, 2014 ED

Who's Who In America, 2015 ED

Who's Who in America, 70th Platinum Anniversary Ed, 2015

Who's Who Albert Nelson Award, 2018



**Jared Scott Denton**

[REDACTED]  
Cochran, GA 31014 United States  
[REDACTED]

**Availability:**

**Job Type:** Permanent

**Work Schedule:** Full-Time

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**Work Experience:**

**Robins AFB, DOD, United States Airforce**

Robins Airforce Base

Warner Robins, GA 31093 United States

**06/2017 - Present**

**Salary:** 21.48 USD Per Hour

**Hours per week:** 50

**Series:** 8801 **Pay Plan:** WG **Grade:** WG-8

**Sheet Metal Mechanic** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Relevant Experience:

performs maintenance, overhaul, repair, and modification Time Compliance Technical Order (TCTO) programs in support of the C-5. Disassembles and inspects aircraft; performs minor/major structural repairs; reassembles aircraft and aircraft components (i.e., tank build-up, flight controls, gear ops, avionics operations, and fuel ops); executes wire installs; maintains TCTO changes; accomplishes wire integrity testing and rewire build-up activities, cleaning and paneling; and performs ops checks on newly installed/repaired systems to produce mission ready aircraft in support of the war fighter. Responsible for all aspects of aircraft depot work processes including production, planning, scheduling, and the maintenance portion of materiel management. Responsible for flight execution related to safety, quality, schedule, and financial performance.

Plans and lays out work following clear-cut work orders and instructions from the supervisor or higher grade worker. Follows work orders and instructions to effectively plan and lay out work. Calculates and scribes patterns accurately. Properly uses measuring instruments to measure plans and patterns

Manufactures and repairs aircraft items on aircraft. Disassembles damaged parts, cut out damaged areas, remove corrosion and make repairs. Finishes products according to work orders and instructions within established timeframes. Work meets required standards for accuracy, proper spacing, fit and structural soundness with a professional appearance.



Follows practices and procedures following established safety rules and regulations and maintains a safe and clean work area. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to employee error or negligence. Strictly adheres to safety and security procedures and regulations and promptly reports any observed or identified violations in accordance with established guidelines. Complies with environmental laws and regulations when working with chemicals or disposing of toxic and hazardous waste. Accomplished and complies with established FOD regulations and procedures on assigned aircraft and related work areas.

Ensures tools are properly marked, calibrated (if needed), and that tools are secured when area is unattended. Inventories and inspects tools on a regular basis and replaces worn or broken tools. Ensure the tool inventory log is properly signed off as required by established procedures. Promptly reports missing, lost, found, or unattended tools to the supervisor. Maintains tools in accordance with established procedures.

Meets the requirements of the Production Acceptance Certification (PAC) program and complies with program directives. Attends and successfully completes OJT or classroom training to be certified on assigned tasks.

**Supervisor:** Tom Reilly [REDACTED]

**Okay to contact this Supervisor:** Yes

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### **Lakeview Baptist Church**

230 Lakeview Church Rd

Cochran, GA 31014 United States

#### **12/2010 - Present**

**Salary:** 800.00 USD Per Month

**Hours per week:** 10

**Youth Pastor**

#### **Duties, Accomplishments and Related Skills:**

Relevant Experience:

Managed and oversaw a 300% increase in youth over the past 7 years; Identified, recruited, and developed multiple adult leaders from within the church; Produced reports, and prepared weekly lessons/sermons using many different types of media to include Microsoft excel, word, and PowerPoint. Conducted daily research and study in order to better prepare lessons/sermons. Managed multiple budgets that oversaw a 75% increase from my first year to present. Planned and conducted dozens of Fundraising activities; planned, prepared and conducted multiple domestic and international mission trips.

#### **Training and Instruction**

Evaluates and reports to senior leaders and management on the effectiveness of training.



Consults with managers and supervisors to identify training requirements and ensures higher directives are fulfilled. Prepares and submits operating and capital expenditure budgets to ensure funding is available for identified training requirements. Justifies training budgets, defends new/additional expenditure requirements, and maintains training plan/program financial records on the effectiveness of all training programs and provides reports through a formal feedback system. Analyzes data and up-channels trends for development training milestones via Utilization and Training Workshops. Develops solutions and strategies to improve mission accomplishment. Performed Multiple research activities in order to plan and prepare lesson plans. Delivered information through formal presentations utilizing power point presentations, Micro-Soft word, Excel Spreadsheets, graphs and various other types of media. Attend regular meetings with senior level personnel and conduct regular briefings when required. Plan, Prepare, and Organize conferences, scheduling speakers, vendors, and other resources required.

Maintains a collection of training materials (written training guides or pamphlets, graphic visual aids, training films, video cassettes, DVDs, sound recordings, multimedia video training tapes, or curriculum materials, etc.) and develops, when necessary, educational curricula to meet specific training requirements. Develops and implements testing procedures for required certifications. Stays abreast of new developments such as new processes/procedures. Updates visual aides, as needed, as procedures, policies, techniques, etc., change or become obsolete. Ensures lesson plans meet stated objectives, addresses pertinent issues, and responds to requirements consistent with educational techniques and practices.

Secures classroom space and announces upcoming classes. Ensures training equipment is operational and supplies are available. Ensures quality training is provided to assigned personnel. Instructs designated trainers on the fundamentals of curriculum development, instructional techniques, and effective job skills training including initial orientation, qualification/upgrade, and recurring training for the trainer's functional activity. Instructs activity managers and designated trainers in selecting the most appropriate instructional method for the course being taught (lecture, instructional model, hands on experience, etc.). Develops course plans/outlines, produces or locates appropriate hand-out material, communicates the objectives of the course material, and ensures courses are evaluated upon completion. Makes certain that assigned trainers understand the fundamentals of establishing learning objectives, developing course outlines and lesson plans, etc. Visits 25% of activities quarterly (ensuring all are visited at least annually) to determine the effectiveness of activity training programs, to ensure training is documented and to ensure minimal internal training programs are in place.

**Supervisor:** Pastor Chris Russell [REDACTED]

**Okay to contact this Supervisor:** Yes

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**Heart of Georgia Metal Crafters**

345 Airport rd.



Eastman, GA 31023 United States

**05/2012 - Present**

**Salary:** 16.50 USD Per Hour

**Hours per week:** 40

**Waterjet Operator**

**Duties, Accomplishments and Related Skills:**

Relevant Experience:

Manufacturing and production: Manufactured parts for the aerospace industry utilizing CNC cutting machines; utilized various measuring instruments (such as calipers, tape measures, hole/slot gauges, height gauges, and protractors) to ensure parts were in compliance with customer specifications; reviewed and cross checked material types/specifications for accuracy; utilized a variety of hand tools (including but not limited to sanders, grinders, rivet guns, drills, and metal sheering scissors) to produce, form, and prepare parts for other processors or final inspection; utilized shop mathematics such as fractions and decimals for machine set up as well as to verify that all part dimensions were accurate; familiarized with ISO9001/AS9100; assembled parts according to blueprints using rivets, klinkos, and other types of fasteners to include aviation grade bonding compounds; trained in the recognition and prevention of foreign object debris; familiar with various types of aircraft grade metals common to the aerospace industry.

**Training/Instruction**

Developed training/operations Module for CNC cutting equipment Utilizing various programs. Mentored new employees and assisted in developing their skills.

Verification/examination: Verified product compliance with customer specifications; examined incoming and outgoing parts and material for manufacturing defects or damage; identified parts with corresponding part numbers utilizing part marking machine and verified part number for accuracy; produced reports and non-compliance tags when parts did not meet compliance requirements; verified material received was consistent with material invoice and reported any irregularities; examined both incoming and outgoing parts and material for quality and reported all non-conformance issues to supervisor.

Safety: Familiar with MSDS and hazmat procedures; trained in the recognition and prevention of OSHA and MSHA violations which has served to benefit both our safety manager as well as the company/industry; trained in CPR and extraction techniques that serve to protect the life and limbs of co-workers; a model for good housekeeping having maintained a clean and safe work environment at all times; utilized all PPE when



conducting general maintenance or cutting activities; utilized lockout/tag out procedures while conducting machine maintenance and repairs.

**Maintenance Responsibilities:** Serviced, repaired and replaced seals, valves, pumps and filters; adjusted limit switches and various components of water jet and CNC cutting machine; repaired and replaced air lines and hydraulic lines associated with cutting machines; greased fittings and performed general preventative as well as reactive maintenance in a timely and efficient manner; kept service records and other pertinent data pertaining to maintenance activities on cutting machines.

**Forklift operation and safety:** Operated forklift to move/store and to load or unload material and parts; performed preventative maintenance checks and repairs as needed; examined loads to determine balance and weight in order to select the correct lifting straps; secured loads utilizing prescribed methods to prevent unnecessary spills or accidents when moving supplies, parts and material; trained in safe handling and operation of forklifts and other mobile equipment on site.

**Accomplishments:** No recorded safety violations or accidents while utilizing forklift or other mobile equipment; no non-conforming parts escaped/shipped to other departments; successfully trained on and operated various types of cutting machines in effort to strengthen my skills as well as increase company efficiency and profit margin.

**Special Duties:** Recruited by Management to participate on internal Audit Team, as well as to study the companies leave policy in order to identify deficiencies and suggest a combination of solutions that would work to resolve those deficiencies.

**Supervisor:** Nick Martin [REDACTED]  
**Okay to contact this Supervisor:** Yes

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**Department of Homeland Security**

1000 Terminal Drive  
Macon, GA 31216 United States

**10/2002 - 12/2004**

**Salary:** 36,697.00 USD Per Year

**Hours per week:** 40

**Series:** 0019 **Pay Plan:** SV **Grade:** F

**Lead** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Process Management:

Implemented and Managed security-screening procedures that were central to Transportation Security Administration (TSA) objectives and served to protect the traveling public; Participated in information briefings concerning security-sensitive or



classified information and assisted management with inquiries for information or investigations that may have been initiated against a regulated parties; Managed daily screening checkpoint operations; Conducted, facilitated, and Managed mandatory training and documented in employee's file; Utilized conflict resolution skills thereby successfully de-escalating rising tensions between employees as well as customers while satisfactorily handling their complaints; Observed TSO (Transportation Security Officer) and TSO trainees on the job, and documented problem performance to help STSO make corrective disciplinary actions up to and including dismissal; Recommended and/or provided input to STSO or TSM concerning a variety of human resource matters (related but not limited to performance, promotions, transfers, and awards); Utilized computer software to create documents; analyze information, as required; and, report information in the required format; Analyzed suspicious behavioral patterns and consulted with employees on such subjects; Assisted management and law enforcement officers with inquiries for information or investigations against regulated parties (e.g. Collecting witness information, safeguarding evidence for LEO, developing incident reports, and other relevant types of communications and documents for STSO and LEO; Analyzed situations and circumstances in order to determine the optimal response; Maintained a 97% efficiency rating by Federal Air Marshalls when testing Airport Security.

#### Training and Instruction

Evaluates and reports to senior leaders and management on the effectiveness of training. Consults with managers and supervisors to identify training requirements and ensures higher directives are fulfilled. Prepares and submits operating and capital expenditure budgets to ensure funding is available for identified training requirements. Justifies training budgets, defends new/additional expenditure requirements, and maintains training plan/program financial records on the effectiveness of all training programs and provides reports through a formal feedback system. Analyzes data and up-channels trends for development training milestones via Utilization and Training Workshops. Develops solutions and strategies to improve mission accomplishment. Performed Multiple research activities in order to plan and prepare presentations. Delivered information through formal presentations utilizing power point, Micro-Soft word, Excel Spreadsheets, graphs and various other types of media. Attend regular meetings with senior level personnel and conduct regular briefings when required.

Maintains a collection of training materials (written training guides or pamphlets, graphic visual aids, training films, video cassettes, DVDs, sound recordings, multimedia video training tapes, or curriculum materials, etc.) and develops, when necessary, educational curricula to meet specific training requirements. Develops and implements testing procedures for required certifications. Stays abreast of new developments such as new processes/procedures. Updates visual aides, as needed, as procedures, policies, techniques, etc., change or become obsolete. Ensures lesson plans meet stated objectives, addresses pertinent issues, and responds to requirements consistent with educational techniques and practices.



Secures classroom space and announces upcoming classes. Ensures training equipment is operational and supplies are available. Ensures quality training is provided to assigned personnel. Instructs designated trainers on the fundamentals of curriculum development, instructional techniques, and effective job skills training including initial orientation, qualification/upgrade, and recurring training for the trainer's functional activity. Instructs activity managers and designated trainers in selecting the most appropriate instructional method for the course being taught (lecture, instructional model, hands on experience, etc.). Develops course plans/outlines, produces or locates appropriate hand-out material, communicates the objectives of the course material, and ensures courses are evaluated upon completion.

**Special Duties:**

Tasked by Upper Management to generate a system that would become the proto-type for the southeast region in developing, tracking, and documenting all employee training.

**Special Recognition:**

Presented with time off award for developing tracking methodology to keep up with training requirements, completed training, and recurring training required by Department of Homeland Security.

**Training:**

Attended multiple informal workshops designed t

**Supervisor:** Harvey Williams [REDACTED]

**Okay to contact this Supervisor:** Yes

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**Cherokee Brick and Tile**

3250 Waterville Rd.

Macon, GA 31206 United States

**10/2008 - 05/2012**

**Salary:** 42,000.00 USD Per Year

**Hours per week:** 50

**Production Supervisor**

**Duties, Accomplishments and Related Skills:**

Relevant Experience:

Process management: Planned work flow, managed multiple priorities and met daily production targets while consistently reducing downtime. This position required the management of not only the manufacturing process but also plant inventory, cost, and staff; managed several million dollars worth of mobile/stationary equipment, machinery and inventory with no incidents or unnecessary downtime; initiated work orders when necessary and ensured the work was performed in a timely and efficient manner;



enforced strict occupational safety guidelines while observing them as well; produced production reports; coordinated production runs while taking into consideration customer requests, total inventory, available space, and processing time; completed orders for consumables and other equipment or tooling required to complete jobs; made recommendations for and initiated slight engineering changes to equipment and machinery in order to increase efficiency and productivity. Utilized lean manufacturing processes in order to increase efficiency and timeliness; identified, diagnosed and resolved operational, manufacturing and maintenance problems within deadlines which directly contributed to a 30% decrease in production downtime; interpreted and developed reports to include standard operating procedures, production schedules, and other word/excel documents; received, processed and resolved customer complaints; Participated in meetings with upper management to include the CEO, CFO, VP, and President of Cherokee Brick and Tile.

Supervisory Responsibilities- For 10+ employees in all facets of the manufacturing process; ensured proper PPE was worn at all times; ensured employees were gainfully employed and performing work related functions at all times; employed manufacturing best practices in order to increase efficiency while minimizing unnecessary downtime; maintained employee time cards and authorized overtime only under extenuating circumstances where production time constraints had to be met; effectively developed inter-personal relationships with employees and worked to resolve conflicts; identified process improvement opportunities and employed strategies to make necessary changes; maintained a level of quality that met customer standards and satisfaction by implementing a series of quality checks to be performed by production employees; trained and mentored employees in effort to raise efficiency and develop employee skills; planned for and adequately staffed all positions according daily and weekly workload.

Maintenance Responsibilities: Changed various types of drive belts (primarily cog and v-types), changed and aligned sheaves and pulleys; repaired/replaced hydraulic hoses utilizing pneumatic press; filtered and changed insulating oils and hydraulic oils; serviced and repaired heat exchanging units; replaced parts as needed on mill machinery; replaced various types of limit and safety switches; changed filters as needed or according to service maintenance schedule; laced, repaired and replaced conveyor belts; changed, serviced and repaired tail pulleys and bearings; checked oil levels and serviced all drive motors; replaced gas/oil pipe couplings as needed; serviced, replaced or fabricated safety equipment such as handrails, catwalks and guards; serviced or replaced love joys connections on motor drive shafts; assisted maintenance dept. with complete machine removal, overhauls and installations; made slight engineering changes to production machinery in order to increase both production and efficiency; followed blueprints, schematics and technical manuals for all prescribed repairs; utilized welders grinders, sanders, drills and cutting torches for machine/machine guard repairs and maintenance; used dial indicators, micrometers and other measuring devices to ensure proper alignment and to verify tolerances; followed all lockout/tag out procedures when performing repairs



and maintenance.

Accomplishments- Maintained a high degree of customer satisfaction (be it vendors or buyers) that helped to set the industry standard, and made Cherokee Brick and tile the preferred brick manufacturer in the Southeastern region; promoted to engineering plant after 3-months employment as a result of exponential increase in quality at Plant 2, which was my initial assignment; given significant pay raises on two separate occasions as a method of retention and appreciation; no lost time incidents or significant accidents that led to recordable safety violations; only department without significant findings during OSHA walk-through;

Special Duties: Conducted employee interviews and participated in new hire orientations; attended unemployment hearings and produced evidence supporting company's decision to terminate employees; Participated in multiple small group learning sessions on developing communication skills, writing reports, handling complaints, and processing employee grievances.

**Supervisor:** Troy Tanner [REDACTED]  
**Okay to contact this Supervisor:** Yes

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**SP Newsprint**

709 Papermill Rd  
Dublin, GA 31027 United States

**10/2004 - 10/2008**

**Salary:** 22.00 USD Per Hour

**Hours per week:** 60

**6th Hand**

**Duties, Accomplishments and Related Skills:**

Relevant Experience:

Manufacturing and production: As a member of the team I assisted in the manufacturing process of 100% recycled newsprint with a customer base that spanned the globe; performed preventative/reactive maintenance due to scheduled or unscheduled downtime; operated rewind machine to produce quality rolls of paper from rolls that had been declared non-conforming; operated 80-ton overhead cranes to move and store materials; maintained department cleanliness at all times and properly discarded products that could not be reformed to meet quality standards; studied technical manuals and company procedures for efficiency and development.

Verification/examination: Verified product compliance with customer specifications; examined incoming and outgoing parts, products and material for manufacturing defects



or damage; identified product runs with batch numbers and verified batch numbers with customer invoice so as to ensure accuracy; produced non-compliance reports and corrective actions when product failed to meet quality standards; verified material received was consistent with material invoice and reported any irregularities; examined both incoming and outgoing products and material for quality and reported all non-conformance issues to superintendent.

**Maintenance Responsibilities:** Assisted Maintenance crew with machine shutdown activities; replaced hydraulic and pneumatic air lines; utilized torque wrenches to ensure adequate and proper torque levels; greased all required fittings; assisted in changing press rolls, dryer rolls and felts; assisted in the removal and installation of motors, mounts and pulleys; safely utilized overhead cranes and forklifts to remove and install machinery and other components of paper machine; followed all lockout/tag out procedures when conducting machine maintenance and repairs.

**Forklift operation and safety:** Operated forklift to move/store and to load or unload material and parts; Utilized forklift for material and product extraction from warehouse; loaded and unloaded tractor trailers; stored material and finished products in proper warehouse locations that were identified using automated warehousing system; performed preventative maintenance checks and repairs as needed; examined loads to determine balance and weight in order to select the correct lifting straps; secured loads utilizing prescribed methods to prevent unnecessary spills or accidents when moving supplies, parts and material; trained in safe handling and operation of forklifts and other mobile equipment on site; stored hazmat related consumables in proper locations and verified shipment contained correct MSDS paperwork; operated 910 bucket loader and other mobile equipment to feed pulpers, store material, and perform general maintenance as was required.

**Supervisor:** Mark Anderson [REDACTED]

**Okay to contact this Supervisor:** Yes

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**United States Army**

Bldng 9054 Rm. 209

Ft. Benning , GA 31905 United States

**09/1997 - 09/2001**

**Hours per week:** 90

**Infantry Rifle Team Leader**

**Duties, Accomplishments and Related Skills:**

Relevant Experience:



**(11-M) Rifle Team Leader:**

Directed the actions and movements of the team's members and coordinated them with the other team members in the squad and with the battalion as a whole; evaluated terrain and selected weapon emplacement; responsible for the tactical movements of the team; ensured team members were properly located, provided the correct distribution and volume of fire, and followed strict fire discipline; accountable for the all soldiers and equipment assigned to the team; established a suitable maintenance schedule of team equipment; assisted Squad leader in operational planning as it relates to squad and team; gathered, analyzed, and interpreted intelligence information relevant to mission objective as outlined by the commander's intent; utilized various methods of intelligence gathering to include but not limited to environmental observations, interviews, human behavior, etc.; operated and maintained field communications equipment.

**(77-F) Petroleum Supply Specialist 1995-1996:**

Received, stored and issued bulk-packaged petroleum products and liquid fuels; posted and maintained stock records; performed standard physical and chemical tests of petroleum products; operated equipment used with petroleum and water distribution systems and multi product pipeline system; selected and submitted samples to laboratory for testing; evaluated test results with specification requirements and made recommendations regarding product disposition; applied fire prevention and safety control procedures in handling volatile products; gauged tanks before, during, and after shifts to determine quantity on hand.

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**Education:**

**Air University** Warner Robins, GA United States  
Some College Coursework Completed 08/2018

**Relevant Coursework, Licenses and Certifications:**

This was a 32-hour course (Emerging Leaders Course) provided through Air University. There was not however, a relevant (degree/level attained) option to select.

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**Middle Ga College** Cochran, GA United States

Some College Coursework Completed

**GPA:** 3.39 of a maximum 4.0

**Credits Earned:** 15 Semester hours

**Major:** Education **Minor:** None

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**Job Related Training:**

-Forklift Certified

-Ability to drive heavy equipment

-Assisted friend and reference with towing, fueling and pre/post flight checks of his personal plane.

-Trained in identifying foreign object debris



- Graduated Primary Leadership Development Course (PLDC)
  - Small Group Facilitators Course
  - Combat Lifesaver Training/First Aid
  - Basic Correctional Officer Training-(BCOT)
  - Tactical Squad Training
  - Basic Screener Training Course (U.S. Department of Homeland Security-TSA)
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**Affiliations:**

Lakeview Baptist Church - Youth Pastor



## **Jared Evans**

### **Executive Summary**

Highly motivated individual with advanced degrees in business administration and public administration. Experience at the state, county, and city government level. Extensive experience with the State of Georgia providing oversight of 15 Executive Branch agencies to the State Senate. The agencies are responsible for Georgia's efforts to help eliminate hunger, food insecurity and malnutrition, reduce poverty, care for the elderly, and administer the safety net of public-private providers that deliver services for public health and behavioral health care. My education and experiences have given me the skills to collect, analyze and synthesize data that supports effective policy, legislation, and budgetary decision-making. I excel in engaging a diverse set of stakeholders, advocates, legislators, and top executive staff to gather input and build common understanding.

### **Education**

#### **Kennesaw State University**

Master of Business Administration (M.B.A.)	5/2013
Master of Public Administration (M.P.A.)	5/2011
Bachelor of Science, Political Science	12/2007

Public Administration Student Association, President	9/2010 – 5/2011
Kennesaw State University Judiciary Panel, Student Panelist	1/ 2007 – 12/2007
Public Administration Student Association, President	5/2007 – 12/2007

### **Professional Experience**

<b>Atlanta City Council</b> , Office of Research and Policy, Atlanta, GA Legislative Research and Policy Analyst	6/2019 – Present
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- Researches and reviews legislative issues for City Council, including but not limited to financial initiatives, as well as drafts policy for City Council and disseminates research findings orally and in writing
- Staffs Council committee meetings and briefings, public hearings, work sessions, task forces, and other Council meetings as needed
- Extensive interaction with internal and external stakeholders, individuals, agencies, and the public regarding all manner of issues before the Council

<b>Georgia General Assembly</b> , Senate Budget and Evaluation Office, Atlanta, GA Senior Program Analyst	9/2015 – 6/2019
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- Maintain budget development system for assigned Appropriations Subcommittees – Human Development Subcommittee; Insurance & Labor Subcommittee
- Organize and staff the meetings of Appropriations Subcommittees by providing background research and documentation as needed, and by answering questions and analyzing relevant data as needed by senators
- Subject Matter Expert for the Senate for assigned portfolio of the following State Agencies, Boards, and Councils:

Human Services	Insurance
Council on Aging	Labor
Family Connection	State Board of Workers' Compensation
Georgia Vocational Rehabilitation Agency	Public Health
Governor's Office of the Child Advocate	Brain & Spinal Injury Trust Fund
Behavioral Health & Developmental Disabilities	GA Trauma Care Network Commission
Georgia Council on Developmental Disabilities	Veterans Services
Sexual Offender Review Board	
- Monitor the budget activity of that portfolio throughout the year; make recommendations throughout the budget development process to senators and management
- Develop effective relationships with agencies and demonstrate skill in requesting, obtaining and analyzing agencies' relevant data
- Obtain information on budget changes from Agencies, Governor and House of Representatives for assigned committees
- Prepare budget reports for management and senators as needed



- Create and execute, complex studies in off-session that develop tangible recommendations on program expenditures and/or revenue production and utilization
- Understand programs within specified committees and how changes can impact programs as well as the purpose of each program
- Understand target population of each program
- Attend Board meetings for agencies and organizations
- Attend external meetings with agencies to learn about programs
- Answer individual senator requests about specified agencies

**First Data Corporation, Marietta, GA**

8/2014 – 9/2015

Senior Settlement Analyst

- Responsible for balancing the bankcard system, for settling funds with clients and governing organizations and for controlling First Data's exposure to liability
- Responsible for initiating electronic funds transfers in excess of \$1 billion dollars
- Ensure all wire transfers (In and Out) are reconciled and maintain Settlement Operation's bank accounts
- Analyze discrepancies, adjustments, related settlement differences, and out-of-balances to identify trends, potential fraud, and/or out of compliance situations
- Determine and communicate proper course of action and escalate as needed to the appropriate level of management; make recommendations for processing improvements
- Act as the subject matter expert for internal and client issues
- Extensive utilization of advanced data entry and presentation programs Microsoft Access and Excel

**Burruss Institute of Public Service and Research, Kennesaw State University**

9/2013–2/2015

Interviewer

- Collected and organized information in an academic research environment to enhance the ability of governmental agencies/non-profit agencies to make informed decisions that impact the public good

**City of Woodstock, GA**

1/2011 – 5/2011

Community and Economic Development Intern

- Conducted an economic impact analysis of current arts and culture assets within the City
- Designed/administered an audience- intercept survey to measure spending on attendance related activities
- Presented research findings and recommendations to the City Council at monthly public meetings

**Cobb County School District, GA**

4/2009 – 6/2011

Substitute Teacher

- Utilized problem solving, cooperative negotiating skills, and conflict resolution strategies
- Followed lesson plans to provide instruction to students
- Exercised excellent communications skills
- Created and maintained a climate of respect and fairness
- Demonstrated fair and ethical judgments
- Applied appropriate consequences for inappropriate behavior

**Niche Cubed, a Microsoft Partner, Atlanta, GA**

3/2008 – 10/2008

Business Development Representative

- Quickly learned and marketed software solutions for multiple, simultaneous marketing campaigns
- Successfully communicated with CEO, CFO, COO level executives for the purposes of lead generation
- Two-time Business Development Representative of the Week
- Made 90 to 100 outgoing calls per day in a call center environment

**Fulton County Human Services Department, Atlanta, GA**

5/2007 – 7/2007

Office of Planning and Community Partnerships

Grants Manager Associate (Intern)

- Conducted grant agency compliance reviews in accordance with HSD standards and contracts
- Contributed to developing program/agency outcome measurements



## **Volunteer Experiences**

### **Atlanta Beltline Tax Allocation District Advisory Committee**

Vice-Chair of Full Committee; Chairman of Finance Subcommittee

7/2017 – Present

### **Living Walls, the City Speaks – Atlanta**

Artist Assistant

8/2013 – 8/2013



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JASON B. BOYD RN/BSN, MSN-FNP-C

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EDUCATION

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June 2002 - December 2003	Darton College
<i>Associate of Science in Nursing</i>	Albany, GA
July 2008- June 2011	Chamberlain College of Nursing
<i>Bachelor of Science in Nursing</i>	Online program
2006-2009	Kennesaw State University
Core classes	Kennesaw, GA
July 2012	Georgia College & State University
Core classes	Milledgeville, GA
October 2013-July 2015	Simmons College-online
<i>MSN-family nurse practitioner</i>	Boston, MA

WORK EXPERIENCE

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**FNP experience:**

May 2016-present  
 Phoebe Worth Medical Center-family practice, hospitalist, ER  
 Sylvester, GA

August 2017- March 1, 2019  
 Crisp Regional Medical Center-ER  
 Cordele, GA

December 2015-April 2016 (clinic closed)  
 Colquitt Regional Medical Center/Tifton Med+Care  
 Moultrie/Tifton, GA

August 2015-December 2015  
 Phoebe Family Medical Center-Lee County  
 Leesburg, GA



**RN experience:**

August 2011-July 2015

Phoebe Putney Memorial Hospital

Albany, GA

*Staff RN-Medical ICU/Hem-Oncology outpatient/HomeHealth*

June 2007- Oct. 2007/Nov. 2010-June 2011

Mountainside Hospital

ER RN

Piedmont  
Jasper, Ga

May 2010-December 2010

Ga

*Flight RN-Helicopter Critical Care/EMS transport*

Airmethods/AirLife  
Georgia

June 2005 - May 2006/January 2007- March 2011

Regional Hospital

*Staff RN-ER/ICU*

Fannin  
Blue Ridge, GA

October 2007-February 2009

Helicopters Inc./Rescue Air 1

Georgia

*Flight RN-Helicopter Critical Care/EMS transport*

Omniflight

May 2006 - December 2006

Kennestone Hospital

*Staff RN-Med/Surg/Neuro ICU*

Wellstar  
Marietta, GA

August 2002- June 2005

Putney Memorial Hospital

Albany, GA

*Pediatrics August 2002-December 2003*

*ICU January 2004-June 2005*

Phoebe  
  
*Nurse tech-  
Staff RN-Medical*



## **Jason Brent Laney**

Marietta, GA 30060

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**SUMMARY:** Talented and experienced leader looking for a new opportunity to help a growing company succeed. Twenty years of experience in providing exceptional service in meeting clients needs, and helping companies grow.

### **SKILLS AND STRENGTHS**

- Experience in meeting or exceeding client needs.
- Proven Customer Service and sales experience, including up selling.
- Excellent analytical and communication skills.
- Proficient in Microsoft Office Suite
- Experience in Operation Management and staff development and training

### **RELEVANT PROFESSIONAL EXPERIENCE**

#### **Marcia Weber Gardens to Love**

*October 2017 – August 2019*

##### ***Maintenance Manager***

- Manage a portfolio of high-end residential sites and ensure quality of work is of the highest standard.
- Customer service with clients, maintain a pro-active approach, regular communication to ensure satisfaction, and provide enhancement consultation and proposals for clients.
- Coach and train crews on best practices and conduct cross training with other departments
- Work with General Manager on scheduling, strategic growth, and resolving client concerns.
- Manage 5 crews and provide supervision to 12 staff

#### **HighGrove Partners**

*April 2017 – September 2017*

##### ***Operations Manager***

- Inspect properties and make recommendations for improvement or work for crews.
- Managed 3 crews and provided supervision to 9 staff.
- Worked with other departments to resolve issues for clients.

#### **SJV & Associates**

##### ***Senior Researcher***

*February - April 2017*

- Managed online background investigation searches in challenging jurisdictions.
- Provided coaching to peers and resolved issues with other management staff.
- Ensured quality of searches and assisted customer service department in resolving issues if needed.

#### **SJV & Associates (continued)**



**Research Supervisor***March 2015-Feb 2017*

- Supervised a team of up to 20 researchers to ensure goals were met and quality was excellent.
- Worked with management team across departments to coordinate services.
- Provided back up support and coached staff on delivering high quality results.
- Tracked key performance indicators to gauge how quickly, efficiently, and accurately work was completed.
- Completed special projects for department director to improve processes and increase efficiency with team.

**Researcher***July 2014- March 2015*

- Conducted online investigations of assigned names in various jurisdictions via queues in data management system.
- Worked with colleagues to ensure accuracy and efficiency in searches.

**Marietta Country Club***July 2012 – July 2014***Grounds Crew Team Member**

- Assisted in maintaining clubhouse and golf course landscape.
- Worked with management to solve issues in landscape and created new and innovative landscape installations.
- Responsible for horticulture care for clubhouse area, including consultation on design.

**Greenwood Group Landscape***November 2004 – March 2007***Superintendent**

- Point of contact for assigned portfolio of commercial clients.
- Provided enhancement proposals and estimated work to existing clients.
- Managed the schedule of 3 crews and 12 people, and providing supervision and training to assigned crews.

**Valley Crest Landscape***August 2002 – November 2003***Crew Leader**

- Lead a crew in maintaining portfolio of commercial properties.
- Provided training to new employees and manage crew members.
- Worked with leadership to correct issues, and provide guidance on property needs and details.

**EDUCATION****Kennesaw State University**

Bachelor of Science- Criminal Justice

Graduated December 2013

**Abraham Baldwin Agricultural College**

Associates of Applied Sciences – Environmental Horticulture

Graduated August 1999



# Jason Peden

Winder, GA 30680

## PROFESSIONAL SUMMARY

Administrative Specialist with 3+ years of experience in the legal sector. Highly skilled at performing legal research, records management, data entry and analysis, strategic planning, and interacting with students and clients.

## QUALIFICATIONS SUMMARY

- BA in Political Science Pre-Law with a minor in Philosophy and Religion
- MA in Public Administration due to be completed in 2021
- 3 years of combined experience as a legal assistant in 2 pro bono legal clinics, Troup County Solicitor General's office, and a US Senate Intern
- 6 years of military leadership experience including mentoring, crisis management, and counseling junior soldiers
- Strong logistical and security support to facilitate successful operations
- Highly organized and able to focus on process and mission, but flexible enough to meet changing needs
- Exceptional written and oral communication skills
- Able to work as part of a team or independently
- Able to work with data sets and data analysis

## SKILLS SUMMARY

- Outstanding interpersonal skills
- Servant first attitude
- Strong analytical skills
- Proven ability to work with and guide students
- Experienced working across cultural and language barriers

Veteran's Legal Clinic/ CEASE Clinic UGA School of Law  
**Administrator/ Office Manager**

2017-Present  
Athens, GA

Managed 2 separate pro bono legal clinic. Helped implement a collaboration program with 13 congressional offices to bring legal resources to indigent and vulnerable veterans.

- Implemented and maintained confidential cloud and hard copy filing systems
- Designed and enacted standard operating procedures for each clinic
- Created standardized office procedures and implemented an interoffice message service which led to a dramatic increase in work capacity
- Performed legal research and analysis
- Renovated clinic space with UGA School of Interior design to create trauma-informed offices
- Performed trauma-informed in-person and phone interviews of prospective clients
- Prepared and modified office documents including letters, reports, memos, and emails
- Helped develop a strategic 5-year financial plan for the School of Law
- Supervised and mentored military veteran undergraduate student workers
- Performed detailed review and correction of records

United States Army

2006-2012

**Aircraft Structural Repairer – Squad Leader** N. America, Middle East

Served honorably in the US Army including deployments to the Middle East. Led teams of soldiers to complete routine and non-routine maintenance of military flight aircraft with a mission readiness percentage of 97% under adverse conditions

- Maintained digital and hard copy aircraft records, safety forms and other regulatory compliance items
- Conformed to all standard operating procedures in accordance with Federal Aviation regulations



## Volunteer Experience

### **Volunteer Trainer with Foundation Guide Dog**

- Raised and trained guide dogs for the visually impaired
- Raised and trained service dogs for veterans with PTSD

Athens, GA

### **EDUCATION**

- Bachelor of Arts in Political Science with a minor in Religion and Philosophy; LaGrange College, GA 2017
- Masters of Public Administration; University of Georgia, GA; 2021

Awards - Army Commendation Medal, Army Good Conduct Medal, Combat Action Badge, Aviation Crewmember Badge, National Defense Service Medal, Global War on Terrorism Medal, Iraq Campaign Medal w/ Campaign Star, Army Service Ribbon, Overseas Service Ribbon



**Jeffory R. Duncan**

Kennesaw, GA 30152

**8/2016 – CURRENT**

**RTS Associates, LLC, Marietta, GA**

**OPS ENGINEER**

- Design new and existing facilities for both copper and fiber plant utilizing current technology and systems
- Perform self-check on work and quality control own work for completeness, accuracy, and compliance with clients standards.
- Understand and apply accurate billing standards to work performed.
- Work closely with other engineers and customer to insure quality and timely project completion.
- Proficient with CAD and Microsoft Office applications.

**11/2007 – 8/2016**

**AT&T, Marietta, GA**

**MGR OPS PLNG & DESIGN SE/CA**

- Responsible for developing/producing economical and timely work orders/working drawings for outside plant telecommunication facilities (e.g., aerial and buried copper and fiber facilities, aerial and underground structure, transmission design, electronics design and coordination).
- Applies the necessary tools (e.g., tariffs, OSP policies, procedures, and standards) to create and design the outside plant facilities in accordance with approved guidelines.
- Coordinates and interfaces with internal and external customers.
- Designs all outside plant (cable & carrier) facilities both specific and routine.
- Provides detailed design for distribution facilities (feeder and distribution) to meet service demands.
- Coordinates with external entities, i.e. utilities, government agencies, developers, contractors, concerning shared use, right-of-way, and facility placement/location.

**02/2006 - 11/2007**

**BellSouth Telecommunications, Tucker, GA**

**Network Manager**

- Load Balance Function / Adjust Force to Load
- Manage the Technicians
- After Hours Duty Supervisor

**06/2001 - 02/2006**

**BellSouth Telecommunications, Atlanta, GA**

**Work Flow Analyst**

- Managed the logistical support for the Wholesale Process Improvement team
- Wrote and published documents and work instructions.
- Management support for approximately 600 CWINs employees.
- Safety/Emergency Response Coordinator

**10/1998 - 06/2001**

**BellSouth Telecommunications, Roswell/Marietta, GA**

**Service Technician/Digital Technician**

- Responsible for the installation and maintenance of digital data and T-1 circuits.
- Provisioning of Remote Terminal DLC equipment.
- Responsible for installation and maintenance of residential and commercial telephone facilities including POTS, and IDSL/ISDN for retail as well as Competitive Local Exchange Carriers (CLEC).

**07/1992 - 10/2007**

**Georgia Air National Guard, Dobbins Air Reserve Base, GA**

**Electronic Technician/Supervisor/Maintenance Control**

- Managed work schedules, materials and supply volumes.



- Supervised 5 to 25 employees.
- Retired at the rank of E-7, Master Sergeant.

**07/1983 - 02/1992**

**United States Air Force, McGuire AFB, NJ**

**Satellite/Wideband Systems Repairman**

- Responsible for installation and maintenance of HF, VHF, UHF, and UHF-Satellite and microwave radios.
- Performed site surveys and installed new satellite/microwave terminals in austere locations within North America and the mid-east.
- Engineered and installed communication plans for remote sites.
- Worked as Maintenance Superintendent for remote sites, responsible for 5-20 technicians.

**Education:**

**Community College of the Air Force, Montgomery, AL**

AAS Candidate, Electronic Systems Technology, 60 Hours Completed

**Greenwood High, Greenwood, SC**



**ORGANIZATION DEVELOPMENT & STRATEGIC CHANGE EXECUTIVE** with a strong focus on execution and proven ability to impact talent. Significant global expertise in executing sustainable change, talent management, organization development and process (Six Sigma) with a passion for creating insight that enables leaders to be more effective. Adept at assessing the big picture, building alliances, creating impactful teams and implementing strategies that drive results. Expertise includes:

- Change & Transition Management
- Organization Design
- Leadership & Organization Development
- Consulting/Advising/Coaching
- Complex Facilitation
- Talent Management

## EXPERIENCE

### LEADERSHIFT INSIGHTS, INC.

Oct 2007 – Present

*Consulting firm focused on helping leaders and teams facing disruption increase their capacity to adapt.*

**President** (Professional Speaker, Author, Executive Coach and Consultant), Oct 2007 - Present

Professional speaker, author, executive coach and consultant

Founded consulting firm with deep expertise in accelerating business strategy through authentic leadership.

- Provided extensive organization design, leadership development, performance management and large-scale transition management services and programs.
- Cultivated and leveraged alliances with several premier partner firms.
- Built LeaderShift Transition Toolkit, a simple integrated set of pragmatic tools to drive large scale change.
- Designed RapidOD program and training proven to lead clients through an org. redesign in a one day session.
- Invited to become one of four partners with Cambridge Leadership Group, a multi-national, best in class performance leadership firm credited with saving one client \$50M annually for three years.
- Coached leaders at all levels to improve their ability to drive performance through others.

**Partner, Cambridge Leadership Group, Jan 2009 - Dec 2010**

Led US practice of a global consulting firm specializing in performance leadership & organization change.

- Designed and marketed measurable five-course series that generated more than \$10M in revenue and integrated cutting edge adult learning and leadership thinking from Harvard University.
- Developed communications and marketing for US market that tripled inquiries in one year.

### COCA-COLA ENTERPRISES – ATLANTA, GA

Jan 2010 – March 2011

*World's largest Coca-Cola bottler with more than \$19B in revenue and 74,000 FTEs across North America and Western Europe.*

**Group Director, Organization Development & Change Management**

Created organization development function to provide company-wide methodology, thought leadership, tools and training around change management, organization design, group facilitation and team effectiveness.

- Developed and socialized strategy for global Organization Development (OD) function resulting in the implementation of standard best practices and training that significantly improved project sustainment and HR's ability to drive sustainable business results and leadership support.
- Revitalized change management methodology, tools and training and implemented globally. Eliminated more than 2000 pages of training content and reduced required tools by 75%.
- Evaluated and selected preferred change management partner firms to be used globally.
- Led design work and served as OD and change management Subject Matter Expert (SME) to set up 'New CCE' as a stand-alone European company generating \$7.3B in revenue with 13K employees.
- Created alignment of European HRVPs around one global labor strategy, predicted to drive \$50MM+ in annual cost savings.
- Consulted on global organization designs including creation of a united EU Learning & Development team and strategy.
- Partnered with large consulting firm to lead cross-functional project to evaluate and restructure the front-line supervisor role resulting in recommendations to drive \$38M in annual savings (a 59% ROI).



**PROFESSIONAL EXPERIENCE** *(continued)***AUTOZONE PARTS, INC.****Nov 2004 - Oct 2007***No. 1 auto parts retailer in North America with \$6B in revenue and 50,000 employees.***Director, Organization & Leadership Development**

Established and grew the organization, leadership development and learning function. Hired a six-member team and created a center of expertise in cross-function process improvement.

- Developed experiential executive development program for high potentials that tripled internal promotions from Director to VP level, doubled diversity on the CEO Team, and increased sales in Mexico by 17%.
- Advised on selection and implementation of a Learning Management System that enabled e-learning in the field and increased specialist certifications by 80%.
- Built cross-functional process improvement center of expertise: integrated merchandising, supply chain and operations processes to decrease 'out-of-stocks' by 80%.
- Led two-year implementation and integration of three core merchandising systems to replace 12 legacy systems in partnership with large global consulting firm. Project included 'as-is' and future state process analysis, role definitions, organization realignments, integration of processes cross-functionally and implementation of all recommendations and resulted in saving six FTEs and total ROI of at least 15%.
- Established talent planning process to improve dialogue and drive business performance (succession, leadership reviews, and performance management) resulting in an increased focus on hiring and developing ready-now successors for critical positions.
- Led organization structure reviews, interventions, innovation sessions, and executive coaching that increased sales, resolved group dynamics issues, and improved employee and executive retention. Sample results include generating ideas resulting in a 15% increase in sales and the retention/resolution of two key executives with behavior issues.

**BANK OF AMERICA****Dec 2000 – Nov 2004***Second largest financial services firm in the world (\$25B in revenue and 150,000 FTEs).***Vice President, Leadership Development & Learning - Consumer Skill Building, Oct 2003 – Nov 2004**

Built 25-person team to implement integrated learning, leadership development and organization effectiveness supporting all business within card services and ecommerce sections.

- Developed and implemented learning strategy for more than 20% of the company, aimed at increasing sales and driving customer service rating up 10 points.
- Served on the corporate team that redesigned all training processes company-wide, selected and implemented a Learning Management System. Reduced spend by 10% while improving ability to meet content delivery dates by 100%, doubled shelf life of programs from up to 6 months to up to 12 months.

**Vice President, Learning Initiatives - Merchant Services, Card Operations, Jan 2002 - Sep 2003**

Created an eight-person team to drive learning, Six Sigma and strategy for the merchant business.

- Launched Six Sigma in merchant services business, saving more than 19.5% of OpEx in three years.
- Developed sustainable blended sales curricula for field sales, telesales, and client relations teams including skills, product, pricing, and business-specific training that reduced individual ramp-up time from 13 months to six weeks and generated \$5.5M in annual revenue in its first year.
- Led development and implementation of success profiles for all major job functions to streamline selection, performance dialogs and cross-functional rotation by creating a common language around skills and competencies.

**Vice President, Leadership Development - Corporate Personnel, Dec 2000 - Dec 2001**

Coached the president and leadership team of \$5B card & Ecommerce business on leadership and organization development issues. Led interventions to resolve conflict threatening the business and provided organization development, leadership development and organization design solutions.

- Led five large restructuring initiatives to optimize talent in key roles and eliminate redundancy. Designed organization, planned and executed communication and managed change.
- Designed and implemented a world-class talent and performance management process (including 360) after benchmarking with Pepsi, GE, Ford and Honeywell. Process was launched bank-wide and lauded by our board as key HR processes that drive results.



**PROFESSIONAL EXPERIENCE** *(continued)***HONEYWELL (FORMERLY ALLIEDSIGNAL, INC.)****Feb 1999 - Oct 2000**

*Major producer of consumer products, engineering services and aerospace systems employing 150,000 people and generating \$25B in annual revenue.*

**Organization Development Leader**

Created alignment between HR VPs of 17 distinct global businesses to standardize core HR processes resulting in standard HR metrics for all businesses.

- Led a global cross-functional team of 50 and an external consulting firm in developing a process to engage employees and proactively drive the culture of the new Honeywell, resulting in a baseline for measuring engagement.
- Facilitated interventions to resolve conflict on several newly integrated teams with vastly different cultures.
- Led 13 integration teams to merge the AlliedSignal and Honeywell HR functions.
- Directed graduate level intern program resulting in a 50% increase in recruiting efficiency and a 20% increase in the number of interns converted to full-time hires.

**EMPOWERED SYNERGY****Jun 1998 - Jan 1999**

*Independent management consulting firm focused on executive coaching and project management.*

**President**

Established independent consulting firm to deliver organization development, executive coaching, and project management. Maintained 100% billable hours for life of firm.

- Partnered with and coached CFO of \$54M client to manage implementation of enterprise resource software involving three vendors and an organization realignment.
- Designed a team-based client service model for the largest commercial printing company in the US aimed at improving customer satisfaction by 50%. Hired and trained 30 people to implement model across the US.

**ARTHUR ANDERSEN, LLP, BUSINESS CONSULTING GROUP****Sep 1994 - Jun 1998**

*At the time, a global 'Big 6' tax, assurance, and consulting firm.*

**Experienced Senior Consultant**

Provided consulting and advisory services to global 1000 clients. Managed joint client teams.

- Led Change Management for an SAP implementation in the Dominican Republic. Planned and facilitated a bilingual team development session to unite a cross-functional, multi-cultural team of 60. Drove a culture, and skills shift from paper/pencil to fully automated financials increasing efficiency by 60% and accuracy by 25%.
- Coached 10 teams in a total hospital reengineering. Redesigned 25% of all functions in hospital. Automated payroll/time tracking, streamlined recruiting, established a development center, created a feedback program, redesigned benefits, turned a fitness center into a profit center and revolutionized communications. Result was a 30% decrease in OpEx and a thwarted union organizing attempt.
- Conducted investigation to determine the cause of a seven-year multi-million dollar circulation fraud and implemented controls to minimize future fraud risk.
- Led optimization and restructure of all finance functions for a US-Based media services firm saving 6% of OpEx and reduce headcount by 80%. Managed subsequent project to select and implement Finance ERP system.
- Built relationship as CFO's trusted advisor and built plans to transition the organization through change management, communication and training.
- Managed several teams to develop and implement a new claims processing system and outsource data functions for a large insurance company. Utilized interactive systems diagramming exercise to highlight complex cultural and political issues, resulting in an executive session that generated the strategy to drive culture change and a 35% cost reduction.
- Saved \$13M by leading a cross-functional team from three distinct cultures and companies to implement best practices for accounts receivable and billing and consolidate actuarial functions (including gaps analysis, process improvement, role definition and headcount reduction).

**EDUCATION****B.S., Marketing – Concentration in Reengineering & Managerial Strategy****1994**

Pennsylvania State University, University Park, PA



**RESUME ADDENDUM****JENNIFER EGGERS**<http://www.linkedin.com/in/eggers>**PROFESSIONAL DEVELOPMENT**

Media & PR Training, Best Seller Publishing, 2019  
Coaching for Performance Program Leader Certification, Cambridge Leadership Group, 2007  
Leadership Dynamics Program Leader Certification, Constellation Learning, 2006  
Leadership Masters Program, Leadership Academy of Memphis, 2006  
Executive Coaching Certification, Lee Hecht Harrison, 2006  
Executive Coaching Certification, Cambridge Leadership Group, 2005  
Design For Six Sigma Certification, Bank of America, 2004  
Extreme Coaching Executive Coaching Program, Cambridge Leadership Group, 2003  
Six Sigma Champions Certification, Bank of America, 2002  
Six Sigma Greenbelt Certification, AlliedSignal, 1998  
HR University, AlliedSignal, 1997  
Meyers-Briggs Type Indicator Administration, Association For Psychological Type, 1995  
Meyers-Briggs Type Indicator For Team, Organization Development Network, 1995  
State of Pennsylvania Mediation Certification, Penn State University, 1993  
Public Speaking and Human Relations, Dale Carnegie Training, 1987  
Graduate Assistant, Dale Carnegie Training, 1988-1998

**PROFESSIONAL MEMBERSHIPS**

National Speakers Association – Professional Member, Certified Speaking Professional® (CSP), CSP Committee  
Penn State University, Smeal College of Business Alumni Board of Directors – President  
Women's Network in Electronic Transfers (Wnet)  
American Society for Training & Development (ASTD)  
International Society for Performance Improvement (ISPI)  
Organization Development Network (ODN)

**PRESENTATIONS & PUBLICATIONS**

*Resilience: It's Not About Bouncing Back* (How leaders and organizations can build resilience before disruption hits); Best Seller Publishing, 2019; #1 International Best-Selling Book

"Resilience: It's Not About Bouncing Back"  
Professional Keynote

"Rethinking Leadership: Driving Performance in a Smaller, Tougher World"  
Professional Keynote

"10 Things Great Leaders Know But Won't Tell You"  
Professional Keynote

"Organizational Design Without Disruption"  
Professional Keynote

"Org Redesign; Leading A Team Approach"  
Coca-Cola Enterprises Great Britain HR Team, August 2010



“A Change Management Plan in 2 Hours”

Coca-Cola Enterprises ‘New CCE’ Integration Team, October, 2010

“Driving Change; Creating Alignment To Revolutionize the City’s Infrastructure”

City of Rochester IT Leadership Team, July 2009

“Linking Talent to Business Strategy in One Page”

All functional leadership teams and HR Generalists at AutoZone, January 2006

“Engaging Your Team in Inevitable Change”

AutoZone Distribution Center Managers, July 2006

“How OD at AutoZone Prepared For The Ultimate Productivity Challenge”

International Society For Performance Improvement, September, 2005

“Appreciating Differences, Introduction to the Meyers-Briggs Type Indicator”

Card Services Strategic Planning Leadership Team, October 2001

“Washing the Wet Baby, Enabling People to Change”

Bendix Commercial Vehicle Systems HR Leadership, January 2000

“Moving From Traditional HR and Training Roles to OD Consulting”

Bendix Commercial Vehicle Systems HR Leadership, January 2000

“Together Everyone Achieves More, Team Development in Industry”

Pennsylvania AICPA Conference for CPA’s in Industry, October 1995

“Best Practices in the Purchase to Pay Process”

Several major client engagement teams, February through May 1996

“The ‘Typical’ Process Optimization - A Group Dynamic Simulation”

Several consultant groups, August through September 1996

### **COMMUNITY INVOLVEMENT & INTERESTS**

NAUI Master SCUBA Diver

Vinings Lake Church, Bible Study and Small Group Leader

Southeast Bluegrass Association

Former - Women's Ministry Leader, Hope Presbyterian Church (Memphis, TN)

Former - American Water-Ski Association, Tournament Driver, 3 Event Judge, Nationally Ranked Skier

Former - Memphis Area Bluegrass Association Board of Directors – Education Chair



# John P. Maier

Norcross, GA 30093

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## PROFESSIONAL SUMMARY

Versatile, persuasive Executive with 20+ years experience helping organizations achieve their strategic objectives and articulate a future vision. Pivotal resource for diverse organizations, including FEMA, Department of Veteran Affairs, University of Minnesota, Troy State University and Department of the Air Force. Successfully partner with business leaders, high-ranking government officials and technical teams to plan, integrate and execute \$MM project plans on time/on budget. Master Presenter, skilled at achieving proposal buy-in, translating complex concepts to diverse audiences, and facilitating change and acceptance of new approaches enterprise-wide. Possess 5 degrees: PhD (Policy and Procedures), MS (Management and Education Leadership), BA (Physics & International Affairs) and AA (Logistics Management).

- Solutions-driven strategist and resourceful problem solver who consistently improves efficiency, productivity and the bottom-line.
- Uncompromising commitment to performance excellence with an ardent bias for action. Thrive in fast-paced environments, readily adapting to evolving business challenges.
- Strong motivator, managing organizational change, mitigating risk, infusing new ideas and delivering unparalleled results in cross-functional environments.

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## KEY COMPETENCIES

Presentation and Facilitation  
Negotiation and Consensus Building  
Project Management  
Forging Partnerships/Alliances  
Emergency Response/Management  
Process Improvement and Automation  
Quality Assurance/Quality Control

Training and Outreach  
Program Development  
Budgetary and Financial Support  
Logistics Management  
Risk Management  
Cost Reduction  
Conflict Resolution

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## PROFESSIONAL CERTIFICATIONS

DTM, Toastmasters International  
Certified Surgical Technician

Private Pilot  
Acquisition Professional (COTR)

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## PROFESSIONAL EXPERIENCE

**The Partnership (TPI), Atlanta Georgia**  
**Director, Government Markets**

**2010-2018**  
**8 years**

Develop and lead acquisition of government contracts and grants. Annual target awards range from five to 100 million and represent a substantial growth arena for The Partnership. Duties include research, documentation, development, through the bidding process and administration of awarded grants and contracts. Principle duties include serving as advisor to the President and Senior Vice president as well as training other staff as required to assure a timely, seamless process throughout the bidding and acquisition process.

### Key Accomplishments:

- Facilitated federal contracting eligibility application and trained team members on contract research, evaluation, and competition process.
- Oversaw development of online profiles for federal acquisition programs and outlets and directed registration of DUNS, tax, and CN accounts for corporate structure.
- Established automated research function to encompass a broad range of award opportunities to include state and local government awards.

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**Federal Emergency Management Agency (FEMA), Atlanta, GA**  
**Emergency Management Specialist and Risk Mitigation Specialist**

**2005 – 2010**  
**5 years**

Supplied leadership and oversight for multi-million, 5-year map modernization, the largest funded project in agency history. Collaborated with national, state and municipal officials in 8 states, specialists and engineers from 32 participating federal agencies and national service provider (contractor) management. Emergency Response Disaster Support liaison.

### Key Accomplishments:



- Led development of a national outreach and training plan for 10 federal regions and 32 federal agencies. With no actual organizational authority, completed plan in 32 days (97 signatories) and had it fully functional in 90 days.
- Skillfully resolved conflicts with Governors and Congressional/White House staffers demanding special exceptions for their districts; only 6 incidents over 5 years required Headquarters intervention and resulted in actual exceptions.
- Convinced local and state elected officials to comply with federal statutes/regulations for adoption of 911 flood maps as the basis for community zoning and construction.
- Saved over \$5MM in the first year and reduced error/delay rate by 300%, by initiating and implementing a national quality assurance/quality control process in 6 months.
- Kept a detailed paper trail of all communications and 100% transparency practices, ensuring all parties were informed on deliverables and eliminating cost overruns/delays.
- Updated and supported operational and global information systems, including ERP, Finance, HR, Law/Patents, Supply Chain, Manufacturing and Procurement.
- Exceeded benchmarks of ordinance change adoption rates for 3 years by over 4%.
- Maintained lowest travel cost in region, despite traveling 30% more than anyone else.
- Established funding pattern and support for continued cost-saving upgrades. Saved 5 staff hours per week per person for a 16-member branch for 3+ years.

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**Department of Veteran Affairs, Minneapolis, MN**  
**Special Projects Manager/QA Manager/Trainer**

**1996 – 2005**  
**9 years**

Successfully held diverse roles, including Special Projects Manager for Chief Logistics Officer spanning 5 clinics and the largest VA Department in the Midwest. Supervised Surgical Core as well as oversaw Quality Assurance and Quality Control and functioned as public training representative.

**Key Accomplishments:**

- Increased productivity 7% and saved \$500K annually after reducing staff by 10%.
- Revamped property management program, leading to 30% reduction in excess stock/supplies with a procurement value of \$15MM+.
- Developed new draft policies for region and redesigned regulation management system, increasing publication currency rating by 42%.
- As trainer for Service Outreach Program, grew participation by 700% in one year.
- Improved JIT delivery from 82% to 99%+ and lowered JIT error rating from 19.5% to <1% through system automation.
- Developed a scheduling system for volunteers that resulted in 500+ additional staff hours becoming available in the first year of implementation.
- Achieved 5 consecutive “excellent” ratings in QA/QC inspections.

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**University of Minnesota/Troy State University, MN/Korea**  
**President/Director of Graduate Studies**

**1991 – 1996**  
**5 years**

**Key Accomplishments:**

- **University of Minnesota:** Implemented comprehensive health care plan, recognized as a national model. Improved financial support for constituents by 15% and state budgetary support by \$53MM+.
- **Troy State:** Managed program in 12 countries with 15 sites and 19 staff members.
  - Expanded Graduate Studies Program by 150% and added 8 degree offerings.
  - Raised enrollment 480% with commensurate profit increase.

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**Department of the Air Force, various global locations**  
**Superintendent of Service**

**1978 – 1991**  
**13 years**

Managed international support and contract programs in excess of \$12MM.

**Key Accomplishments:**

- Improved response time of federal disaster response logistics support by 20%.
- Increased efficiency 32+%, by realigning emergency response policies/procedures.





**TRAINING**

Advanced and Executive SES Training (EMI)  
Contracting Officer's Technical Representative (COTR)

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**EDUCATION**

**University of Minnesota**, Minneapolis, MN  
Ph.D., Policy and Procedure, 1998  
**Troy State University**, Troy, AL  
M.S., Management and Education Leadership, 1992  
**US Air Force Academy/University of New York**, Colorado Springs/New York, NY  
B.S., Political Science, European Area, 1984/B.A., Physics/International Affairs, 1989  
**Community College of Air Force**, Denver, CO  
A.A., Logistics Management, 1979

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# Resume

Narragansett, RI 02882-1355

## John Everett Rayfield

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### EDUCATION/CERTIFICATIONS

- **University of Georgia Graduate School, Athens, GA** – student 8/2015 - 5/2016  
Graduate classes include Fish Physiology, Environmental Fish Biology, Microbial Ecology and Scientific Diving.
- **Georgia Southern University, College of Science and Technology, Statesboro, GA.** Major: Biology, Concentration: Environmental Sustainability. Courses include Biology, Chemistry, Organic Chemistry, Marine Ecology, Oceanography, Geology, Public Health, and Environmental Science. Bachelor of Science Degree 5/10/2014.
- **Neurological Assessment Certificate** - diving certification through the Divers Alert Network (DAN)– January 27, 2015
- **Georgia Boating Safety Course** – NASBLA approved course for Georgia boaters covering Navigational Aids and Emergency Situations to Rules of the Road and Required Equipment. Certificate through BoatU.S. Foundation - June 17, 2015
- **First Aid for Hazardous Marine Life Injuries Certificate** – certification through DAN – January 26, 2015
- **Basic Life Support: CPR and First Aid** – certification through DAN – January 26, 2015
- **CPR and AED** – certification through American Safety and Health Institute – November 4, 2016.
- **Georgia Project WILD Certification** – education of students in Georgia's wildlife and natural resources. 2014.
- **Georgia Project Learning Tree Certification** – Education Workshop - April 12, 2014
- **Advanced Open Water Diver** from Scuba Schools International - December 23, 2011  
Specialty: Deep Diving, Nitrox (up to FAN40), Equipment & Techniques, Underwater Photography, Underwater Navigation, and Scientific Diving. Forty plus logged dives. Diving since 2007.

### WORK EXPERIENCE

- Hatchery Technician III - Prince William Sound Aquaculture Corporation, Cordova, AK – 40 hours/week, \$14/hour plus full living accommodations, temporary seasonal position. – April 2018 – November 2018.  
Prince William Sound Aquaculture Corporation is a private nonprofit corporation that produces hatchery-born, ocean-raised wild salmon for the fisheries of Prince William Sound region. My duties include fish propagation and harvest and the supervision of six fisheries technicians during the spawning of pink salmon. I am also responsible for the operation of hatchery boats including a 16 ft center console and 6-person aluminum skiffs, and ATVs. This is a temporary position to broaden my knowledge of the fisheries industry. Supervisor: Armando Alvarez, Assistant Hatchery Manager, [REDACTED]
- Northeast Fisheries Observer Program (NEFOP) Observer, Biologist - A.I.S. Inc., Marion, MA – A.I.S. is a contractor to the National Oceanic and Atmospheric Administration (NOAA) – 50+ hours/week, \$17/hr – November 2016 – April 2018. Returning following hatchery position above. A.I.S. Inc. is a contractor to the NOAA Fisheries Service as part of the National Fisheries Observation Program. My responsibility as a field biologist is to be a fisheries observer on U.S.



commercial fishing vessels to collect data for use by NOAA, and support compliance with fishing regulations. The objective of my work is to obtain data from commercial fishing operations in order to estimate stock levels, protect endangered species, and manage the fisheries. Data obtained includes estimates of catch and discards, biological sampling of the catch, estimates of incidental takes of protected species, monitoring of conservation gear, and economic information on revenue, costs, gear performance, and characteristics.

Accomplishments/awards:

Fisheries Sampling Branch Silver Scales Award for providing noteworthy data on incidental takes of seals (4/10/2017); Certificate of Achievement for the submission of the first verified record of the Deepwater flounder, *Monolene sessilicauda* to the NE Fisheries Science Center (2/8/2018)

Supervisor: Charlie Pitts [REDACTED]

- Supervisor /Flyboard Operator– Oconee Flyboard, Eatonton, GA – 32 hours/week, \$12/hr – May 2015 – August 2015.

Flyboarding is a new extreme sport. The flyboard is a personal water craft accessory that once installed allows an operator to elevate a person up to 45 feet in the air using water jet propulsion technology. Oconee Flyboard is a business that promotes flyboarding as a sport in the Lake Oconee area and provides the activity to customers. My responsibility as the flyboard supervisor was to supervise two flyboard operators and assure that the flyboard equipment, jet skis and pontoon boat were maintained in good working condition at all times. I was also responsible for scheduling bookings and providing good and safe customer service. I also was a flyboard operator and provided demonstrations for the public. During my tenure, I was featured in a commercial film highlighting Oconee Flyboarding for the Green County Tourism Office in Greensboro, GA. The film is available at [visitlakeoconee.com](http://visitlakeoconee.com) for the promotion of tourism. Related skills included marketing, boat safety, supervision, and customer service. This was a summer position that operated from May of 2015 until the end of the season at which time I began my studies at the University of Georgia.

- Bimini Biological Field Station, Sharklab, Bimini, Bahamas – 70+ hours/week, onsite living with availability 24/7 – January 2015 – March 2015. The Bimini Biological Field Station, Sharklab is a nonprofit organization located in Bimini, Bahamas. Its mission is to advance the knowledge of the biology of marine animals, especially sharks and rays, to educate future scientists and to disseminate its research results to advance the field of marine science and conservation biology. I worked as an intern at the facility gaining experience and skills in marine fauna and flora, gillnetting, long lining, tagging, bull shark fishing, black tip fishing, shark wrangling, ledge mapping, GPS, boating, species collection and identification, ethograms, seine fishing, tracking, and stingray collection and training. Supervisor: Jack Massuger, Lab Manager [REDACTED]
- Georgia Aquarium, Atlanta, GA – 16-24 hrs/week, August 2014 – December 2014. From August 2014 – December 2014.

From August 2014 - December 2014. I recorded 167 hours of service and training at the Georgia Aquarium prior to my internship. I was responsible for the Ocean Voyage Education Station leading guests through activities to discover and learn about marine debris, ocean conservation and ocean animals through query-led interactions. While at the Aquarium, I took training in areas including science, safety, and public outreach. Related skills include public outreach and scientific instruction.

- Capstone, Practicum in Environmental Sustainability, Georgia Southern University/City of Darien, GA Utilities Department – Five month practicum – 10 hours/week January 2014 – May 2014  
My Capstone/Practicum in Environmental Sustainability was a joint effort of Georgia Southern University, the United States Environmental Protection Agency, the Georgia Coastal Commission, and the City of Darien, GA. The work took place over a five-month period from January 2014 until May of 2014. The purpose of my project was to propose sustainable solutions that would improve the efficiency of the Darien wastewater treatment plant. Daren's main problem was the slow rate at which sludge was being dewatered. While observing the dewatering process, we deduced that the months that should have experienced the highest rates of evaporation also witnessed a high rate of precipitation, this lowering the drying efficiency of the process. What was needed was a sustainable



solution that would prevent precipitation from entering the drying beds while still allowing the water to evaporate from the sludge. As a result, I designed and built solar stills and conducted independent field tests at the City of Darien Wastewater Treatment Plant. The tests were designed to evaluate the feasibility of a sustainable (passive, low-cost) method to decrease the sludge drying time of the plant's existing sludge drying beds. I successfully presented my final results during Georgia Southern University's "No Impact Week" and in a PowerPoint presentation at the televised Darien City Council Meeting on May 20, 2014, before the Darien City Council, the City of Darien Utilities Superintendent, USEPA officials, and the general public. My results showed that the City could install passive systems at their plant and alleviate the need to increase the area of the sludge drying beds or install mechanical devices.

Skills include innovative thinking, data management, computer and presentation skills. Proficient in WORD, Excel and PowerPoint.

Supervisor: Keith Wilson, Utilities Supervisor, City of Darien, GA [REDACTED]

- Resident manager, rental property, Statesboro, GA -15 hrs/week June 2008 – August 2014.

## **SKILLS AND ABILITIES**

- Hatcheries Operations 2018
- NOAA Fisheries Observation Training - Nov-Dec 2016;
- Graduate classes in Fish Physiology, Environmental Fish Biology, Microbial Ecology and Scientific Diving.
- Fauna and flora, gillnetting, long lining, tagging, bull shark fishing, black tip fishing, shark wrangling, ledge mapping, GPS, boating, species collection and identification, echograms, seine fishing, tracking, and stingray collection and training through Bimini Sharklab.
- Experience operating small boats and working aboard vessels while at sea
- Proficient in Microsoft Office: Word, Excel, PowerPoint

## **LEADERSHIP**

- Supervisor of six fisheries technicians during spawning of pink salmon at Prince William Sound Corporation, Cordova, AK 2018.
- Supervisor – Oconee Flyboard, Eatonton, GA 2015.
- Resident manager of a rental property, Statesboro, GA, responsible for the operations and maintenance of a private residential rental, including marketing, lease agreements and collections of rents.

## **REFERENCES**

- Michael Burns, Senior Advisor, Office of Regional Administrator, U.S. Environmental Protection Agency, Region 4, Atlanta, GA. [REDACTED]
- Keith Wilson, Utilities Superintendent, City of Darien, GA. [REDACTED]
- Bob Roddewig, Owner, Oconee Flyboard, Greensboro, GA, [REDACTED]
- Allison Hall, Fisheries Sampling Branch Data Editor, NOAA, Falmouth, MA, [REDACTED]
- Garrett Gertz, Hatchery Manager, Prince William Sound Corporation, Cordova, AK, [REDACTED]



## JON LAMONT

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McDonough, GA 30252  
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### OBJECTIVE

To obtain full-time employment, using my artistic skills and abilities.

### EDUCATION

#### ***Associates Degree in Healthcare Science and Radiology Technology***

Southern Crescent Technical College, Griffin, GA

- Major 1: Healthcare Science, Dept. of Human and Public Services
- Major 2: Radiology Technology, Dept. of Human and Public Service
- Completed courses: Composition and Rhetoric; Public Speaking; Introduction to Computers; Introduction to Psychology; Introduction to Humanities; Anatomy and Physiology I & II; Anatomy/Physiology Lab I & II; College Success and Career Exploration; Medical Terminology, College Algebra.
- Current/Future courses: Radiology Technology

#### ***Diploma in Commercial Art/Graphic Design***

DeKalb Technical College

08/85 — 08/86

- Working under pressure and meeting deadlines as required.
- Conceptual Development, Drawing Techniques, Typography, Layout and Design, Pen and Ink, Color Theory, Art History, Perspective, Illustration and Multimedia.

### SKILLS & ABILITIES

To work independently and efficiently, placing high value on accuracy, detail and quality, while following procedures, safety guidelines, and meeting deadlines while under pressure.

To work in a team environment as both a leader, as well as in a support level, giving creative and constructive ideas to complete the tasks needed for the project.

I am proficient in both the Macintosh and Windows computer operating environments. Public speaking, Technical Writing, Microsoft Office, Research, Clerical, Customer Service, Retail Sales, Technical Support, Merchandising, Inventory, Phone, General Office Skills in a corporate environment.



Other skills and abilities include: Photography, Illustration, Drafting, Layout and Design, Advertising, Food Preparation, Cook, Warehouse, Forklift, Shipping/Receiving.

## **PROFESSIONAL EXPERIENCE**

### ***Customer Service, Retail Sales, Digital Imaging Consultant***

03/03 — 12/11

Showcase Photo & Video, Atlanta, GA

- Working with professional, student, and consumer-level photographers in sales and support of film and digital photographic equipment and lighting.
- Sales and support of large to small photographic printers and scanners.
- Specializing in Image and Data Recovery.
- Helped in establishing the dealership in becoming an Authorized Apple Reseller through my Apple Support, Level - 4 status in technical support of Apple computers and products.

### ***Technical Support / Technical Writing***

08/06 — 07/07

K.E.H., Inc., Atlanta, GA

- Responsible for accurately writing up and grading new and used equipment based on knowledge of specifications and operations of photographic equipment.

### ***Aerial Camera Operator / Lab Technician and Manager***

03/05 — 05/06

Photo Science, Inc., Norcross, GA

- Responsible for planning and coordinating aerial flight missions, operating and maintaining aerial and ground based equipment used in gathering and collection of airborne data and images for mapping and surveying.
- Responsible for loading/unloading film in FMC, and non-FMC magazines, film processing and printing of B&W contacts for control and diapositives for photogrammetry purposes.
- Responsible for ordering, and keeping inventory of film, paper and chemicals.
- Responsible for updating database systems, flight job reports, mission log book, and keeping records of exposed film.

### ***Customer Service, Professional Photo Retail Sales***

06/94 — 03/03

Photo Barn, Inc., Lilburn, GA

- Working with professional and student photographers throughout the southeast.
- Consult and provide technical assistance, information, sales and service of all photographic equipment, traditional and digital.
- Ordering, purchasing, shipping, receiving, and maintaining inventory.
- Utilization of my skills in graphics to create advertisements, signs, posters, and promotional materials for events and products.



**Photographer**

04/90 — 03/03

Jon Lamont Photography, Atlanta, GA

- Working as a professional photographer for myself in a small business environment.
- Specializing in Weddings and Portraits. Being hired for special events, public affairs, private parties, family reunions, Bar/Bat Mitzvahs, individual and group portrait sessions, and commercial product photography.
- Photo restoration, retouching, image manipulation and creative design.
- Calibrating color monitors and equipment in digital environments.
- Designed graphics for other professional photographers for their self-promotional advertisements and events.

**Assistant/Contract Photographer**

06/92 — 12/03

- Transportation and set-up of props and equipment, checking and setting the lights, film handling (loading/unloading), transferring digital data to computers, location and creative ideas and input, photo restoration and retouching.

**Composition / Prepress Production**

09/88 — 11/90

Gwinnett Daily News, New York Times Co., Duluth, GA

- Responsible for operating and maintaining all functions of the cameras, film processors, plate makers and their supplies. Cleaning, filling, and replenishing of the film, paper and chemicals in both the film and paper processors.
- Completing daily and weekly service schedules on all machines.
- Complete operations of all daily tasks accurately and on time.
- Worked as a paste-up and layout artist in composition, maintaining great precision and accuracy with speed and quality, while meeting constant deadlines.

**Artist, Graphic Designer, Illustrator**

09/86 — 04/90

Lamont PhotoGraphics, Atlanta, GA

- Working for myself doing graphic design work, creating posters and illustrations.
- Commissioned for illustrations, banners, murals, promotional materials such as event posters, brochures and signage, corporate logos, business cards, letterhead, sales coupons and flyers.
- Taught others the tools and techniques of Adobe Photoshop software.
- Photo restoration and retouching.

**Food Preparation, Cook**

- Shoney's Restaurant, Roswell, GA
- Subway Sandwiches, San Diego, CA
- Taco Bell, Long Beach, CA



REFERENCES:

Tammy Diggers	Publix Supermarkets	
Bob Khoury (owner)	Showcase, Inc.	
Carlos Beesly (manager)	K.E.H., Inc.	
Debra Bonnie (manager)	Photo Barn, Inc.	
Mike Rowell (pilot)	Photo Science, Inc.	
Marc Climie		
Jon Conarton		





## CURRICULUM VITAE

**JOSEPH ALEXANDER MCP, CBO, CFM**

**CONTACT INFORMATION:** [REDACTED]  
[REDACTED]

Experienced Government employee, in the leadership position of Chief Building Inspector (Building Official) with a demonstrated history of working in government administration, private sector and the military. Skilled in construction planning, plan review, construction code compliance as well as highly experience in commercial electrical design and installation. Diverse skills include team building, training, emergency management, communication engineering, fire prevention and life safety.

MCP: The certification of **Master Code Professional** is the most prestigious certification that a person can be awarded by the International Code Council. To gain this certification a health and safety worker must show outstanding recommendations from employers, safety code knowledge of an extremely high standard and overall commitment to the profession. Currently there are approximately 1000 certified Master Code Professional's Nationwide. Building inspection is primarily all about quality assurance as it relates to preventing defects, and thus safety issues, in construction by conducting exacting inspections on electrical, structural and mechanical safety item during the construction process.

### **Current position responsibilities include:**

- Adopting, implementing and modifying building codes to fit the needs of a municipal jurisdiction.
- Enforcing building code requirements via plan review, inspection and consultation.
- Enforce Municipal codes through proactive and reactive code enforcement
- Inspect and enforce stormwater / pollution prevention standards (GSWCC- NPDES)
- Provide and facilitate training for team members in construction codes and safety

### **JOB HISTORY**

- **Chief Building Official:** City of Suwanee Ga. May 2016 to current  
Plan review, building code adoption and enforcement, field supervisor
- **Chief Building Official:** City of Holly springs Ga. November 2013 to May 2016:  
Plan review, building code adoption and enforcement, field supervisor
- **Master electrician:** DWA Inc: Herndon Va. 2003 to 2013:  
Electrical systems design specialist and team leader



- **Facilities Engineer/ Field Maintenance** Bell-Atlantic / Verizon: 1977 to 2003  
Designed and supervised installation and construction of telecommunications and high-speed data systems
- **Avionics Technician** United States Navy/ USNR: 1976 to 1982  
Maintained and repaired airborne electronic and communications systems.

## **MILITARY / DEFENSE FORCES**

- **United States Navy/ Naval Reserves: 1976 to 1982: (Joint Base Andrews) VR-52, VR-48 Aviation Electronics Technician:** Maintained and repaired airborne electronic and communications systems. Includes navigation and communication systems such as, Radar, Tacan, IFF, Loran, VOR, VHF, UHF and HF
- **U.S. Army (Reserve) 80<sup>th</sup> Infantry Training Division: 1983 – 1983**  
**Instructor (Small Arms):** Instructed platoon strength units in the safe handling of various small arms
- **Virginia Defense Force/ Washington DC Defense Force: 2010 to 2014**  
**Company Commander** of Black Horse Brigade's Head Quarters Company: Supervised and Maintained electronic and communications systems. Which includes communications systems such as e-mail over HF, VHF, UHF and HF radio systems
- **US COAST GUARD AUXILIARY: June 2019 to present. Flotilla 2-9.** Provide safety inspections of marine vessels.

## **EDUCATION:**

- University of Georgia (Carl Vinson inst. of Government): Code enforcement officer
- NPDES (National Pollution Discharge Elimination System) Atlanta Ga.
- Aviation electronics tech A-School U.S. Navy NAS Memphis, Memphis Tenn.
- Design Center Engineering (Communications Facilities Engineering) Bell-Atlantic/ Verizon, Balti. Md.
- Fundamentals of Digital Design, Bell-Atlantic/Verizon Silver Springs Md.
- Fundamentals of Air Conditioning, Fairfax County Va. ACE Program
- National Electric Code seminars 2005, 2008, 2011, 2014 (Mike Holt Enterprises)

## **CERTIFICATIONS/ LICENSES:**

- **Electrical Contractor (Master Electrician) Georgia Non-Restricted** Lc# EN216899
- **Master Electrician** (Virginia) Lc # 2710040259
- **MCP: International Code Council:** Master Code Professional
- **CBO: International Code Council:** Certified Building Official
- **GSWCC (Georgia Soil and Water Conservation Commission) Level 2A**
- **MEMS (Military Emergency Management Specialist) SGAUS**
- **FEMA ICS Certifications:** IS-5, IS-22, IS26, IS-100a, IS-200a, IS-208a, IS-279, IS-317, IS-340, IS-558, IS-632, IS-700, IS-775, IS-800, IS-907



- **NFA (National Fire Academy) Certifications:** Q-534, Q-137, Q-218, Q-751, Q-217, Q-228, Q-0368
- **OSHA Certifications:** 700, 705, 709, 710, 711, 714, 715, 717

**PUBLICATIONS:**

- **The Guide to the Gotchas, Copywritten 2013.**  
Guide to the 51 most common home-inspection items



**Joseph B Fox P.E****OBJECTIVE:**

It will be obvious by reviewing my resume, that I am an Engineer, a Small Business owner and not a politician.

I have been trained to think logically and to solve problems. That is what I do and what I would do if given this opportunity. I have quite a number of ideas that I would like to bring a voice to and a resume is not the platform for that discussion.

I would only ask that I am given the chance to have a sit-down discussion with the team making this appointment.

**SUMMARY:**

Process Automation Engineering Consultant with broad spectrum of experience in DCS, PLC, and SIS systems used in regulated applications, primarily Biotechnology and Pharmaceutical API production.

**EDUCATION:**

Bachelors of Chemical Engineering Degree, Villanova University, Villanova, PA (1988)

**PROFESSIONAL LICENSE/CERTIFICATE:**

Registered Professional Control System Engineer – PA License # PE-043719-E

**INDUSTRY KNOWLEDGE:**

Process Control Platforms			
DCS	PLC & SCADA	Field Bus	MES, Historian & Virtualization
Emerson's DELTA V and DELTA V Batch Systems	Allen-Bradley SLC500 , CompactLogix & ControlLogix Series PLC's	Profibus (DP, PA)	Aspen Tech's Process Historians CIM/21, IP21
Honeywell Experion Systems: Experion PKS	Honeywell Experion HS Honeywell Experion LX, Honeywell HC900 Honeywell Masterlogic200	ProfiNet	PI Historian® & Process Book® Software
Siemens PCS 7	Rockwell Software's RSLogix 500/RSLogix 5000	Ethernet	POMS.net
	Siemens S7-200, S7-300 & S7-400 Series PLC's	ASIBus	VMWare
	GE Automation Products: RX3i, RXi & VersaMax Controllers Proficy HMI/SCADA – iFIX & CIMPLICITY Software	ControlNet	
	Moore Products Co. Systems : LIL Stations, Mycro II, APACS, APS	DeviceNet	
	TI 505 Series PLC	Foundation Fieldbus	
	Wonderware & InBatch	Modbus (Master & Slave)	
		Modbus Plus	



Process Applications & Automation Standards	
Process Application Knowledge & Experiences	Experience with Automation Standards
Bio-Pharmaceutical: Fermentation, Media Prep Buffer Prep, CIP, SIP, UF/DF	ANSI/ISA-88.01-1995 Standard for Batch Process Control (Control Module, Equipment Module, Phase Class, Unit Class & Recipe Configuration & Development)
Batch - Recipe Development	ANSI/ISA-84.01-1996 Standard for Safety Instrumented Systems (SIS Design & Configuration, Cause & Effect Matrices)
Hydrocarbons Processing	ANSI/ISA-95.00.01-2010 Enterprise-Control System Integration
Boiler /Incinerator Control	
Synthetic Fiber Production: Poly-Ethylene & Poly-Propylene Production	
Solvent Recovery	
Solid Materials Handling	
HMI Configuration / Development	
Startup Operations & Training	
Microsoft Office Applications	
Report Development	
Database Management & Document Control (Smartplant-InTools / TrackWise)	
Visual Basic Programming	

**SUMMARY OF EXPERIENCE:****SELF-EMPLOYED (2014 to Present)****Position – PRINCIPAL at Fox Automation Services****Partnerships :**

- [www.Batch-A.com](http://www.Batch-A.com) - Advanced DeltaV Configuration Tools

**Clients :**

1. Independent Consultant to Zenith Technologies – Blue Bell, PA (July 2016- Present)

**Relevant Projects:**

- Biogen International – Solothurn CH site
  - DeltaV Graphics & Batch layers Routing, EM, Phase, Operations, Unit Procedure & Procedures, Multiple use Equipment (Requires CIP & SIP Operations)
- Pfizer Sanford GTx Project
  - DeltaV Recipe & Batch layers IO, CM, EM, Phase, Operations, Unit Procedure & Procedures, Single Use Equipment
- GE – Pfizer Flex Factory – Sanford NC Site



- DeltaV Recipe & Batch layers IO, CM, EM, Phase, Operations, Unit Procedure & Procedures, Single Use Equipment
- GE – Pfizer Flex Factory – Andover MA Site
  - DeltaV Recipe & Batch layers IO, CM, EM & Above, Single Use Equipment
- GE – Fuji Flex Factory – College Station TX Site
  - DeltaV Recipe & Batch layers IO, CM, EM & Above, Single Use Equipment
- Genentech Oceanside P2 Expansion Project

Responsibilities included:

To Lead the design and implementation of the Formulation on a large Emerson DeltaV control system deployed for the site's P2 Expansion.

The Delta V Software S-88 batch components delivered included the following: Control Modules, Equipment Modules, Module Supervisors, Recipes (PR, UP & OP Layers), Aliases, Phases, Units and Arbitration Modules.

To meet the time and budget constraints, my team developed a tool to generate: Procedures, Unit Procedures, Operations and Phase classes from Microsoft Excel spreadsheets.

In addition to myself, my team consisted of a Lead FHX Too Developer, A Lead Batch Engineer and 6 Junior Engineers Located in PA, CA and India

2. Independent Consultant to Merck – Stonewall site, Elkton VA – (2016)

Responsibilities included:

The execution of an approved Change Control on a large Emerson DeltaV control system deployed at the site's Factory 80 – Building 64 Facility. The purpose of the change was to add a vessel to a filtration process. The Delta V Software S-88 batch components modified via the change controls included the following: Control Modules, Equipment Modules, Module Supervisors, Recipes, Aliases, Phases, Units and Arbitration Modules.

The Development and approval of an Automation Operational Qualification Plan for the approved change control.

The Development and approval of the affected Requirements & Detail Design Specifications for the approved change control.

3. Independent Consultant to Cross Automation – Integrated Systems Group, Knoxville, TN (2015-Present)

**Relevant Projects:**

- DTE Energy
- Kemira
- Vistikon.

4. Independent Consultant to Genzyme, Framingham, MA (2014)

Responsibilities included the execution of approved Change Controls on a large Emerson DeltaV control system deployed at Genzyme's Building 74 Facility. The Delta V Software S-88 batch components modified via the change controls included the following: Control Modules, Equipment Modules, Module Supervisors, Recipes, Aliases, Phases, Units and Arbitration Modules.



HONEYWELL HPS (2010 to 2014)**Position – LEAD BATCH APPLICATION ENGINEER****Role:**

I was responsible to advise & assist Project Managers in the definition of project work scopes and help define the project execution process. Additional responsibilities included training Associate & Project Engineers in how to translate P&ID's and written functional requirements into control software specifications and to deliver executable DCS Software and their HMI interfaces, specifically for batch processes.

**Relevant Projects:**

- Valero Refining – Memphis Tn.

This is a continuous process application for Refined Gasoline Blending. General Process control support including the conversion of an installed, obsolete Moore APACS System. This project implemented Honeywell's Experion Blend Control Advanced solution. My efforts were focused on reverse engineering the process control database and graphics.

- UOP - Mobile AL.

This is a batch process application for the manufacture of proprietary products used in the oil refining industry. This project utilized Honeywell's Experion Bath Manager (EBM) in the C300 platform.

- Chemtura – Gastonia NC

This is a batch process application for the manufacture of polyurethanes. This project utilized Control Modules and Sequence Control Modules in the C200 platform. A significant upgrade to the product vs. raw material selection matrix was implemented.

- CoreRX – Tampa FL

This is a HVAC monitoring application for the manufacture and testing of pharmaceutical products. This project utilized the HC900 platform.

- University OF Florida Perry Site – Perry FL

This is a batch process application for the manufacture of ethanol from pulp and paper waste biomass material. This project utilized Experion C200 Controls with a large DeviceNet network to manage and control the motor control center.

SELF-EMPLOYED (2009 to 2010)**Position - PRINCIPAL at Fox Automation Services****Relevant Projects:**

Independent Consultant to Lubrizol, Houston TX

Responsibilities included detail design of a large Emerson DeltaV control system to be deployed at Lubrizol's China Facility. The S-88 batch components developed for the project included the following: Control Modules, Equipment Modules, Module Supervisors, Recipes, Aliases, Phases, Units and Arbitration Modules.



The design included 1 Process area, 4 Distinct Product Recipes, A library of 60 Equipment Modules and a library of associated Control Modules. The documents developed totaled 1400 pages.

Independent Consultant to Genentech at their Vacaville Ca. Site

General Process control support including the conversion of an installed, obsolete Moore APACS/APS System. My efforts were focused on reverse engineering tools for the APS Workstation database and graphics.

#### FLUOR – GREENVILLE, SC (2004 to 2009)

##### **Position - SENIOR CONTROL SYSTEM DESIGN ENGINEER**

###### **Relevant Projects:**

USEC, (2008 – 2009)

This project involves nuclear fuel material processing, per project procedures I can only invite you to read information found on USEC's web site: [WWW.USEC.com](http://WWW.USEC.com).

Amgen, (2008 – 2008)

Responsibilities included testing the Chromatography Skid PLC configurations for a BIO-Pharmaceutical facility located in Puerto Rico. The control System for this project was a Allen-Bradley PLC.

Sibur (2007 – 2008)

Responsibilities included writing portions of, and updating the following project documentation: Automated System Project Plan for the Distributed Control System, the Distributed Control, the DCS vendor services and deliverable specification, created and maintained the DCS system architecture drawings, and created and maintained the DCS Equipment Drawing Status Tracking and BOM database. This would be about a 10000 IO Delta V system when delivered.

Eastman, (2006 – 2006)

Responsibilities include writing portions of, and updating the following project documentation: Automated System Project Plan for the Distributed Control System, the Distributed Control System User Requirements Specification (URS), the DCS vendor services and deliverables specification, created and maintained the DCS system architecture drawings, and created and maintained the DCS Equipment Drawing Status Tracking and BOM database.

Pfizer, (2006 – 2006)

Responsibilities include writing portions of, and updating the following project documentation: Automated System Project Plan for the Distributed Control System, the Distributed Control System User Requirements Specification (URS), the DCS vendor services and deliverable's specification, created and maintained the DCS system architecture drawing.

Lilly, (2006 – 2006)

Responsibilities included developing Loop sheet templates. The control System for this project was an Emerson Delta V.

BMS, (2006 – 2006)

This assignment was for Bristol Myers Squibb's large scale manufacturing facility in Massachusetts. Responsibilities include writing portions of, and updating the following project documentation: the Distributed Control System User Requirements Specification (URS). The control System for this project was an Emerson Delta V.

Borouge, (2005 – 2006)



This was a FEED (Front End Engineering & Design) assignment for Borouge's Polyolefin's manufacturing facility in Ruwais UAE. Responsibilities included preparing and loading instrument data sheets for the Smart Plant database.

CCP2 Project, Genentech, Vacaville, CA (2004 – 2005)

This assignment was for Genentech's CCP2 large scale manufacturing facility in Vacaville, CA. Responsibilities include writing portions of, and updating the following project documentation: Automated System Project Plan for the Honeywell Distributed Control System, the Distributed Control System User Requirements Specification (URS), the DCS vendor services and deliverables specification, created and maintained the DCS system architecture drawings, and created and maintained the DCS Equipment Drawing Status Tracking and BOM database. In addition to the above project documentation responsibilities, acted as the Owners representative at Honeywell's Factory Acceptance Testing of the DCS cabinets.

#### SELF-EMPLOYED (2002 to 2004)

##### **Position - PRINCIPAL at Fox Automation Services**

###### **Relevant Projects:**

Independent Consultant to New England Controls

Responsibilities included developing a large Emerson DeltaV control system to be deployed at Amgen's - West Greenwich, RI BioNext Facility. The S-88 batch components that I helped to develop for the project included the following: Control Modules, Equipment Modules, Module Supervisors, Recipes, Aliases, Phases, Units, Arbitration Modules, and Graphics. I tested software for Buffer Prep, Buffer Hold and Bioreactor process areas. I have tested several different operations (phases) including: CIP, COP, SIP, Transfer, Process, Sample

Writing and executing test protocols for Delta V Control Modules to be used in Bio-Pharmaceutical Batch production facility. Typical modules include Bio-Reactor Temperature, pH and DO control.

Independent Consultant to AMGEN -West Greenwich, RI. Site

General Process control support including execution of change controls for both DCS & PLC systems. Integrated Process Technologies – Database management for Bio-Pharmaceutical Batch scheduling and resource allocation.

#### SIEMENS E&A (2001 to 2002)

##### **Position - PRINCIPAL BATCH APPLICATIONS SPECIALIST (Rehired By Former Moore Manager)**

###### **Relevant Projects:**

On-site Project Lead Engineer, Amgen Rhode Island.

These responsibilities included the coordination of work and scheduling for 4 to 6 staff level Siemens engineers. The work schedule has been 7 am to 12 am, 7 days a week including holidays. We were tasked with the implementation of electronic signatures via a Comment / Doneby / Checkby Security System for Phase Step Responses and other site-specific controlled data entry items. My primary technical responsibilities centered on system wide functionality and code issues, and issuing Software Design Specifications (SDS) based on the User Requirements Specifications (URS). Responsible for specific application issues including code to interface with the CIP skids and the CIP Phases. The Application code was designed around the S-88 Batch Model. Providing support to the various Validation teams (cGMP LLC) in executing protocols on various operations including: CIP, SIP and Fermentation. Additionally I assisted in the execution of computer system validation protocols. All of the protocols were written and executed to comply with FDA 21 CFR Parts 11, 210 and 211.

NEPERA INC (2000 to 2000) This Company has closed and cannot verify this information.

##### **Position - SENIOR PROCESS CONTROL ENGINEER**



Responsibilities include the design & start up of a Siemens Moore Batch Process Control System for a new Vitamin B-3 production facility, and the operation of all process control systems already in operation on this plant site. The basic unit operations included:

- Hazardous Waste Incinerator
- Several Batch & Continuous Stills
- Tank farm
- Several High Temperature & Pressure Reactors

#### FMC CORPORATION (1997 to 2000)

##### **Position - PROCESS CONTROL ENGINEER** - Agricultural Products Group - North Plant - Baltimore, MD

Responsible for the Design, Implementation, Operation of the Automation Systems for the three Production Facilities in the North Plant at the Baltimore Site. I was responsible for the specification of all new process control equipment for the North Plant. I also developed maintenance and engineering services contracts for the control systems in the North Plant. I developed Documentation and Control System Application Software Revision control procedures for the plants control systems. I participated in the HAZOP's of the processes in the plants and then develop and carry out the remediation recommendations.

#### MOORE PRODUCTS CO (1988 to 1997) Moore was purchased by Siemens in 2000

##### **Position - LEAD PROJECT ENGINEER**

Responsible to advise Associate & Project Engineers in the definition of their project work scopes and help define the project execution process. Also to train Associate & Project Engineers in how to translate P&ID's and written functional requirements into control software specifications and their HMI interfaces. Other responsibilities included:

- Develop Project Configurations Guidelines Documents.
- Directly supervise and provide a work scope for several Project Engineers in a larger project team environment. To establish personal development goals for each member of my team and at the conclusion of the project provide performance and professional development progress evaluations to project team management for my team members.

##### **Relevant Projects:**

Lead the HMI development team of five engineers as part of a \$6 million project for the batch biomedical/pharmaceutical industry. The HMI portion of the project was worth \$1 million. This project was configured using the ISA SP88 guidelines for batch process control. The complete project scope included fermentation, product recovery, clean in place (CIP), and steam in place (SIP). The HMI was composed of several thousand displays and control points and several hundred operator displays, all historical data storage, report and display functions.

##### **Position - SENIOR PROJECT ENGINEER**

I was responsible for the Development of Software Configuration practices and guidelines for the department. Other responsibilities included:

- Development of specifications for new and enhanced APS® and 4-mation® Software function's blocks and their HMI interface's. Provided system testing procedures for the new software and conducted the testing effort.
- Trained new Associate & Project Engineers Process Control Theory and how to implement process control software to meet the requirements of a project.
- Provided technical evaluation of a potential customers bid specification against Moore Product's proposal and to provide corrections and propose alternate options and solutions based on potential future expansion, performance enhancements or project cost savings prior to submission of the bid to the client.

##### **Relevant Projects:**



Designed and implemented a S.I.S. (Safety Instrumented System) for the management and operation of 24-safety shutdown interlocks. The system was composed of a safety rated programmable controller and Wonderware's InTouch operators interface.

Designed and implemented controls of a \$1.3 million DCS system for a high temperature radio active waste incinerator. The incinerator utilized five different fuels feeds including solid active waste, fuel oil, organic wastes and aqueous solutions, the system required an extensive communications interface between the Moore DCS and the third party PLC's.

Completed \$2.4 million project to control level in cooling lower basin and motor controls for four 80,000 GPM re-circulation pumps for a weapons grade tritium production nuclear reactor facility

### **Position - PROJECT ENGINEER**

Responsible for the design and implement large Distribution Control Systems using advanced process control theories to ensure process optimization.

- Implement and modify safety interlocks and shutdown for control systems.
- Develop specifications for manufacturing of DCS systems from the sub-assembly level.
- Integrate third party purchased hardware and software.
- Train client staffs in configuration and operation of control systems.

### **Relevant Projects:**

- Designed and implemented a Modbus Interface for an Allen-Bradley SLC503 Series PLC to interface with Wonderware's InTouch operators interface. The A-B SLC503 is controlling an automated regenerating activated carbon bed skid.
- Completed a \$1.9 million system for new ethylene production plant with primary feed stocks of: methane, propane, and butane using an automated decoking sequence for furnaces.
- Performed installation and systems testing for startup operation of distribution control systems for DuPont Fiber Division; a \$2 million project. Received DuPont Certificate of Achievement.



# Joseph Leikam

## SENIOR MANAGEMENT AND OPERATIONS EXPERT

Positioned to deliver leadership excellence, proven resource maximization methodology, innovative operational efficiency, and cost reductions

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████████████████████  
Decatur, Ga 30033

### EXECUTIVE SUMMARY

- Accomplished operations and performance-management professional with more than 15 years of solid operations, strategic-planning, sales and marketing management, business-expansion, and organizational-design experience.
- Effective communicator and relationship-builder with superior detail orientation that gathers and imparts information effectively across all management, department, and discipline levels and engenders collaborative spirit, consistently resulting in extraordinary outcomes.

### CORE COMPETENCIES

Account Management • Business Development • Business Coach • Relationship Building • Revenue Growth • Sales Direction & Initiatives • B2B Sales • Training/Mentoring • Revenue Road Map • Corporate Finance • Strategic Planning • Operating Infrastructure • Marketing Strategies • Financial management • Business processes

### EDUCATION

Mercer University-Stetson School of Business and Economics Atlanta, Ga Dual MBA/MAcc program.  
Anticipated Graduation June 2021

Georgia State University Atlanta, Ga 2003 Bachelor of Art in Studio Art

Young Harris College Young Harris, Ga 2001 *cum laude* Associate of Fine Arts

Reinhardt College, Waleska, Ga 2001

### PROFESSIONAL EXPERIENCE

**Business Manager** July 2019 – Present

**GO Launch Pros, LLC** Atlanta, Ga.

- Manage QuickBooks, A/P, A/R and other financial transactions.
- Develop and implement HR and payroll policies and procedures, maintain bimonthly payroll.
- Project management- Completed implementation of various projects in Starting or Maintaining Client's business.
- P & L Management

**Practice Manager** Oct. 2016 – Present

**True You Southeast / Katie Leikam LLC** Decatur, Ga.

- Manage QuickBooks, insurance billing in Simple Practice and other financial transactions.
- Develop and implement HR and payroll policies and procedures, maintain biweekly payroll.
- Project management- Creation of mailing lists to target markets and execution of mailing.
- Website SEO optimization via Wordpress



- Social media art creation, article research, blog topic assistance. Primary proofreading.
- P & L Management

**Service Assistant, Major Sales      Nov. 2017 – Present**

**Costco Wholesale Atlanta, Ga.**

- Greet and aid Members in the Major Sales department.
- Increase knowledge of jewelry, computers TVs, appliances and other high end merchandise.
- Develop and implement sales and services strategies for the assigned zone to accomplish short and long-term growth and profitability objectives.
- Maintain store appearance standards, following established company practices.
- Adherence to timekeeping policies and trainings.

**Zone Manager, Operations      Mar. 2016 – October 2017**

**Paradies Lagardère Hartsfield Jackson Atlanta International Airport**

- Manage operations for 17 stores in a high-level sales environment.
- Develop and implement sales and services strategies for the assigned zone to accomplish short and long-term growth and profitability objectives.
- Spearhead variance research, void controls, MOS controls, facility repair and IT support.
- Ensure that all Managers within the zone are consistently providing direction to branch staff to ensure adherence to policy, procedure and other compliance related duties as assigned.

**District Training Store Manager      May. 2012 – Mar. 2016**

**Dollar General Clarkston, Ga**

- Controlled budgeting, financial reporting, inventory cost, cash management, staff and new management development and training, and financial analysis.
- Observed and evaluated workers and work procedures to ensure quality standards and service.
- Initiated personnel actions, such as hiring and discharging, to ensure proper staffing.
- Reviewed key business indicators to identify problems, concerns, and opportunities for improvement.

**KEY ACCOMPLISHMENTS**

- Three consecutive years of double-digit sales growth.
- Top overall performance in region for 2013.
- Featured in Company Newsletter magazine "DG Story".

**Store Manger      Feb. 2012 – May. 2012-RadioShack-Atlanta, Ga**

**Store Manger      2001 –2012-Blockbuster LLC-Alpharetta, Ga**

**Camp Counselor Summer 2000 and 2001, Camp Glisson Dahlonge, Ga**

**REFERENCES Available upon request**



# JOSEPH WYATT

- Cumming, GA 30040

## PROJECT COORDINATOR/PROJECT CONTROLS

*Over 18+ years project controls, coordination and office management in technical industries:*

- Data Analysis
- Project Controls
- Job Quoting/RFPs
- Contracts
- Budgeting
- Forecasting
- Project Scheduling
- Reporting
- Estimate at Completion EAC
- Accounts Payable
- Accounts Receivable
- Invoices
- Expenses
- Logistics
- Records Management
- New Hardware & Software Roll-outs
- Employee On-boarding
- Operations

## PROFESSIONAL EXPERIENCE

- As Project Coordinator created a Forecast and standardized the Estimate at Completion process for projects valued over \$20 million.
- As Project Controls Scheduler introduced a new software program to allow better visibility and management of over 100,000 data points for a \$500 million fiber to the home project.
- As Office Manager for Advanced Mobile Integration, managed the setup of processes and procedures for this 50+ employee, nationwide telecom startup.
- Managed accounting, AP/AR, invoicing, purchase orders and expense control for a company with yearly revenue of \$15-20 million.
- Advanced MS Excel (VLOOKUP, Pivot Tables, SUMIF, Macros, Advanced Formulas, etc.)

## SKILLS

- Microsoft Excel
- QuickBase
- Microsoft SharePoint
- Oracle iSupplier
- Primavera P6
- SAP
- Wrike
- Microsoft Word
- Microsoft Power BI
- Microsoft Access
- Microsoft PowerPoint

## WORK CHRONOLOGY

<b>Project Coordinator</b>	Econolite Systems, Inc.	Apr 2017 – Present
<b>Project Controls Scheduler</b>	Bechtel Corporation	Feb 2016 – Mar 2017
<b>Office Manager</b>	Perigee Integrations	Jan 2016 - Mar 2017
<b>Office Manager</b>	Advanced Mobile Integration	Jan 2012 – Jan 2016
<b>Project Administrator</b>	Bechtel Corporation	Nov 2002 – Dec 2011
<b>Account Specialist</b>	ADC Systems Integration	Feb 2000 – Oct 2002

## EDUCATION

**Bachelor of Science, Management w/ Minor in International Studies - 1999**  
**Southern Polytechnic State University – Marietta, GA**



# JUSTIN M. MULLIS, Esquire, MPA

Atlanta, Georgia 30326

## BAR LICENSES

- State of Georgia - Superior Court, Georgia Court of Appeals, Georgia Supreme Court

## EDUCATION

**Florida Coastal School of Law**, Jacksonville, Florida

*Juris Doctor, Certificate in Advanced Research, Writing, and Drafting, May 2014*

Activities:

- Member, Student Bar Association; Member, Moot Court Honor Board; CALI Excellence for the Future Awards – Election Law; Georgetown University Law Center – Visiting Student

**Kennesaw State University**, Kennesaw, Georgia

*Master of Public Administration, December 2009*

**Georgia Southern University**, Statesboro, Georgia

*Bachelor of Science in Political Science, Minors in History and Philosophy, May 2005*

Activities:

- Vice President, Sigma Nu Fraternity Theta Kappa Chapter; Study Abroad Program, University of Surrey-Roehampton, London, England

## PROFESSIONAL EXPERIENCE

**Associate Attorney**, Hamilton, Westby, Antonowich & Anderson

**April 2019 - Present**

Practice areas include, Workers' Compensation Defense, General Civil Litigation, General Liability Defense, and Criminal Defense. Take and defend depositions. Conduct Workers' Compensation hearings/trials. Draft and respond to civil discovery.

**Assistant District Attorney**, Atlanta/Fulton County District Attorney's Office, Atlanta, Georgia

**October 2017 – April 2019**

Prosecute felony criminal cases. Conduct legal research on a wide range of criminal legal issues. Conduct criminal trials. Draft Indictments and Accusations. Present criminal cases during Grand Jury proceedings.

**Adjunct Instructor**, Georgia Military College, Augusta, Georgia

**December 2016 – September 2017**

Conduct in class and online instruction for American Government class.

**Assistant District Attorney**, Augusta District Attorney's Office, Augusta, Georgia

**February 2015 – September 2017**

Prosecute felony and misdemeanor criminal cases. Conduct legal research on a wide range of criminal legal issues. Draft appellate briefs and legal motions. Conduct criminal trials, and present appellate oral arguments. Conduct probable cause hearings. Conduct Juvenile Court trials.

**Legal Extern**, Jacksonville Ethics Commission, Jacksonville, Florida

**January 2014 – May 2014**

Conducted legal research and analysis in reference to the State of Florida and the City of Jacksonville ethics laws; Created and implemented ethics training tools for elected city officials and city employees; Provided guidance to City Council and Ethics Commission members concerning city and state ethics laws.

**Litigation Intern**, Safari Club International, Washington, District of Columbia

**May 2013 – July 2013**

Conducted legal research and analysis in reference to cases involving the Endangered Species Act and Lacey Act; Drafted a wide range of legal documents including administrative comment letters, federal appellate briefs, complaints, and answers.

**Law Clerk**, Barnes and Cohen, LLP, Jacksonville, Florida

**January 2013 – May 2013**

Conducted legal research and analysis in reference to cases involving personal injury, property liability, medical malpractice, and criminal offenses; Interviewed potential clients; Drafted a variety of legal documents.

**Field Representative**, Nathan Deal for Governor, Inc., Gainesville, Georgia

**May 2009 – December 2009**

Collaborated with citizens and local officials to resolve issues or concerns; Answered constituent questions; Spoke at public events on behalf of Congressman Deal; Consulted on strategy.

**Legislative Aide/Intern**, Lt. Governor Casey Cagle and Georgia House of Representatives, Atlanta, Georgia

**Session 2007 and 2009**

Conducted policy research and provided analysis on issues; Interacted and developed working relationships with lobbyist, state agencies, and legislative research staff; Tracked legislation and drafted reports summarizing legislation for House leadership.

## MEMBERSHIPS

Sigma Nu International Fraternity  
State Bar of Georgia  
Atlanta Bar Association

The Fund for American Studies, Legal Studies Institute Program  
Young Lawyers Leadership Academy, State Bar of Georgia, Class of 2015  
Former Southern District Representative, Georgia Young Lawyers Division



# KAYLA PIKES

[REDACTED]  
Marietta, GA 30064 [REDACTED]

## EXPERIENCE

**Caregiver, Home.** Marietta, GA. Apr 2019 - Present

- Maintain a clean and healthy environment.
- Assist residents with daily living activities and provide resident care.
- Promote resident's well-being by providing a safe environment of genuine love and concern.

**Calibration Technician, ATS.** Marietta, GA. Sept 2018 - Apr 2019

- Troubleshooted and solved problems related to laboratory instruments.
- Calibrated and tested various laboratory instruments.
- Prepared and analyzed data and reports.

**Sales Representative, Alorica.** Marietta, GA. Sept 2018 - Apr 2019

- Answered inbound customer calls and resolved any account-related issues.
- Helped customers place orders and answer product questions.
- Suggested products to customers based on their preferences.

**Caregiver, Home.** Marietta, GA. Jun 2016 - Sept 2018

- Maintain a clean and healthy environment.
- Assist residents with daily living activities and provide resident care.
- Promote resident's well-being by providing a safe environment of genuine love and concern.

**Senior Laboratory Technician, City of Atlanta.** Atlanta, GA. Sept 2015 - Jun 2016

- Calibrated laboratory equipment and collected samples from various sites.
- Tested samples and exercised the proper chain of custody.
- Prepared and analyzed data and reports.

**Caregiver, Home.** Marietta, GA. Jun 2016 - Sept 2018

- Maintain a clean and healthy environment.
- Assist residents with daily living activities and provide resident care.



- Promote resident's well-being by providing a safe environment of genuine love and concern.

**Mechanical Engineering Lab Technician, DGS. Atlanta, GA. Oct 2010 - Dec 2014**

- Performed metallographic interpretation of substrates related to aircraft and engine articles through cutting, mounting and polishing metallographic samples..
- Used standard composite testing equipment such as: honeycomb peel, Teflon tensile, and lap shear.
- Performed the analysis of wet chemistry through titrations.
- Performed analysis of test coupons.
- Analyzed metal chip detector through x-ray spectrometry.

## **EDUCATION**

**Bachelor of Science in Biological Science, Chemistry minor**

*Georgia State University. Atlanta, GA*



[REDACTED]  
Oakwood, Georgia 30566

Email: [REDACTED]

Cell: [REDACTED]

<http://www.linkedin.com/pub/keith-kilby/1a/a9/315>

*D. Keith Kilby, PLS*

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## **OBJECTIVE**

To secure a position where I can continue to grow professionally while contributing to the success of my employer and the surveying community.

## **SUMMARY**

Licensed in three states with over 30 years of experience; I am a self-starter with major strengths in organization, efficiency, leadership, customer service, problem-solving, and people skills. I currently have a base salary of 85,000 per year.

## **EXPERIENCE**

The Kilby Group

June 1984 – Present

I am a second-generation Land Surveyor with over 30 years of Land Surveying and Site Design experience covering a broad range of surveying and design projects, currently licensed in Georgia, Tennessee and North Carolina as a Land Surveyor along with sediment and erosion control certifications from GSWCC: level 2. I am currently the day-to-day manager and owner of The Kilby Group, a small Land Surveying and Site Design Company located in North East Georgia.

In my capacity, I oversee and direct the workflow, employees, along with overseeing and make decisions on the purchasing of new equipment and software. I meet with new and existing clients, evaluate their needs and plan a scope of service to make their project successful. My duties include meeting with private clients, attorneys, real estate agents, along with local, state and federal agencies. As a registered land surveyor, I oversee and seal all work under my supervision.

My work experience spans several years and a board range of surveying and site design projects. This includes retracement surveys, property boundary and title research, subdivisions, commercial site plans, erosion and sediment control plans, GPS, LIDAR control, route surveys for transmission lines, and dam deformation surveys.



## **REGISTRATIONS/ CERTIFICATIONS**

- **Land Surveyor in Training (LSIT#744)** – NCEES’ 8hr. Fundamentals of Land Surveying (FLS)
- **Georgia Registered Land Surveyor (LS#2911)** – NCEES’ 6hr. Principles and Practice of Land Surveying (PLS); 4hr. Georgia State Exam – Legal Aspects; 4hr. Georgia Exam – Hydrology
- **Tennessee Registered Land Surveyor (LS#2565)** – 2hr. Tennessee State Exam
- **North Carolina Registered Land Surveyor (LS# L-4975)** – 2hr North Carolina State Exam
- **Certified Design Professional (Cert#121 - level 2)** – In 2003 Georgia Amended its Erosion and Sediment control to include a mandatory certification for all individuals involved in land disturbing activities in Georgia.

## **SKILLSETS AND EXPERINCE**

- ~ Surveying
- ~ Spatial Analysis
- ~ Hydrology
- ~ CAD
- ~ Erosion and Sediment Control Plans
- ~ Use of math, science, and legal principles for analyzing & design
- ~ Using specialized instruments for the making of precise measurements
- ~ Physically able to collect field data in diverse climate and terrain
- ~ Analyzing and consulting on real property rights and interest
- ~ Planning & Zoning, Permitting, and Research public records
- ~ Managing and running a small land surveying business
- ~ Building relationships with clients and public officials
- ~ Geospatial mapping and gathering of data sets



# Kevin Mahoney

Evans, GA 30809

## Project Controls / Senior Scheduler

### EDUCATION

Augusta State University  
Butler High School

2001 – 2003  
1996 – 1999

### CERTIFICATIONS

Advanced Project Management Primavera 6 Release 7  
Primavera Core Scheduling Interface SNC Daily & Outage  
Primavera 6 Contract Manager 201  
Primavera 6 Course 102  
OSHA 30

### Summary

Proficient Senior Scheduler in the Nuclear & Fossil power industry. Specific experiences in Work Flow Management, Primavera Scheduling, which includes but is not limited to - scheduling within the clients procedural based T-Week process, Cycle planning, Refueling Outages, Forced Outages, Major Project Scheduling of MDC's & DCP's. Establishing and maintaining Burn Down Performance Curves.

### Professional Experience

#### Williams Plant Services LLC

Waynesboro, GA

*Senior Scheduler, Project Controls, Regional, Procurement Manager, Subcontract Coordinator*

2009 - Present

- Coordination of Work Flow Management through Primavera Project Scheduling & Execution that includes but is not limited to Scheduling within the clients procedural based T-Week process, Cycle planning & scheduling, Refueling Outage Scheduling, Forced Outage Scheduling and Major Projects Scheduling of MDC's & DCP's. Establishing and maintaining Burn Down Performance Curves
- Implementation of cost controls & cost management processes
- Responsible for the purchasing & receiving of materials
- Reconciliation audits for materials, cost & subcontracts as needed with the Site Manager, Vendor & or Client

#### Bridgestone/Firestone d.b.a. Tires Plus Total Care

Augusta, GA

*Service Manager*

2005 - 2009

- Responsible for the daily operations of store
- Demonstrate analytical thinking to solve problems associated with daily business
- Effectively deal and communicate with customers for services related issues
- Delegate tasks daily with priority goals while supervising a team of twelve employees

#### Alberici Constructors

Bethlehem, NY

*Material Expeditor, Document Control Clerk*

2003 - 2005

- Manage delivery, receiving and recording of materials
- Delegate expedition of materials to job location as needed
- Perform inventory audits which led to the recovery of misplaced material
- Perform weekly safety meetings & walkdowns with job site supervisors
- Record, organize and file blueprints as well classified documents



**Union Local #150 Plumbers & Steamfitters**

**Augusta, GA**

*2<sup>nd</sup> Period Apprentice*

*2000 - 2003*

- Manage & adhere to safety procedures associated with the set-up, break-down and operation of heavy equipment
- Material take off & system installation per P&I isometric prints
- Installation, testing & certifying metering equipment

**SKILLS & FIELD EXPERIENCE**

**Commercial Field Experience:** Nuclear, Fossil and Industrial

**Technical Skills:** Microsoft Office Programs, Primavera, Maximo, eSOMs , eMaint.

**REFERENCES**

Southern Nuclear Company -	Steve Goff (Outage Scheduling -VNP 1&2)	706.848.3768
E Group -	Gene Jeffers (Scheduling Supervisor. Project Controls)	706.830.0204
Southern Nuclear Company -	Steve Brown (Work Controls -FNP)	912.690.3020



# KYLE H. LEVIN

www.linkedin.com/in/kylelevin/

## EXPERIENCE

**AMAZON.COM, INC.,** Seattle, WA

**Senior Analyst**..... July 2015 – Current

- Manages and oversees all aspects of Amazon's cost segregation studies worldwide.
- Responsible for incorporating cost segregation study results into Amazon's fixed asset and accounting systems.
- Constantly looking out for all opportunities related to fixed assets.

**PRICEWATERHOUSECOOPERS LLP,** New York, NY

**Tax Senior Associate**..... January 2012 – June 2015

- Data specialist with expertise handling and analyzing large Excel files, data cleanup, scrubbing & transformation, and merging data from multiples sources.
- Completes various cost segregation studies, purchase price allocations, and repair and maintenance studies.
- Responsible for the calculation of tax depreciation as well as Section 481(a) adjustments.
- Manages and trains both interns and associates.
- Maintains a database that contains information on multiple partnerships and over 500 real estate investment partnerships. Performs constant updates to the data and ensures that deletions and insertions are completed accurately.

**BARCLAYS INVESTMENT BANK,** Jersey City, NJ

**Technology Analyst** ..... June 2009 - December 2011

- Prime Services IT group member. Worked on and supported a client account management tool for the Prime Services department.
- Designed and implemented calculators using C++ and XML to price IR Swaps, Caps/Floors, and Swaptions for a client facing portfolio analytics tool. These tools were able to provide mark to market and P&L for standard as well as custom swaps.

**BARCLAYS INVESTMENT BANK,** New York, NY

**Technology Analyst Intern**..... Summer 2008

- Supported the asset securitization desk with a program that groups together asset backed debt instruments with various characteristics.

## EDUCATION

**UNIVERSITY OF MICHIGAN,** Ann Arbor, MI

**BSE in Electrical Engineering, Minor in Mathematics**..... 2005 – 2009

- |                      |                   |                             |
|----------------------|-------------------|-----------------------------|
| • Interest theory    | • Logic design    | • Digital signal processing |
| • Actuarial science  | • Discrete math   | • Digital and analog        |
| • Probability theory | • C++ programming | communication systems       |

## SKILLS

- Extensive experience with SQL (Sybase, SQL Server, Oracle, Access)
- Enrolled Agent (EA) Certification, 10/14 - Present
- Advanced Microsoft Excel, pivot tables and VBA macros
- Ability to analyze, manipulate and format large sets of data in multiple file formats
- Fixed asset depreciation
- Strong knowledge base of probability and statistics
- Ability to think quickly and multitask

## INTERESTS

- Long distance running, travel, golf



Larry O. Bost

Marietta, Ga. 30068-3825

## OBJECTIVE

To help in any way I can that best utilizes my knowledge, skills, and interests while allowing me to develop new skills to make valuable contributions wherever I may be.

## EXPERIENCE

Maintenance Engineer, Mt. Bethel UMC, Marietta, Ga. – May 2004 to May 2009 (Retired)

- Providing maintenance support in all areas including: HVAC, plumbing, painting, electrical, doors (keys, locks, returns, installing, and mechanical mechanisms), wood working, ceilings, sheetrock, and any other items that need installing, or repairing.
- CAD drawings, I am in the process of documenting the entire campus on computer drawings showing all details of construction. Information also includes details of paint, carpet, tile as well as routing of network and phone cables.
- I also do some computer, network and graphics support.
- Instituted a new communications system for the maintenance department by replacing an older and more expensive Motorola Two-Way system with a Nextel phone, direct talk, and two way system. This system has been implemented with great success.
- Recently installed a security camera system in our Academy, Preschool, and staff office area.

Sales Associate, Home Depot, Marietta Ga. - Oct 2002 to May 2004

- Worked in the following departments:
  - HVAC / plumbing –experience and first hand experience in all areas
  - Electrical –experienced in commercial, residential, including telephone and computer network installation
  - Paint –experience, teach FAUX classes, and troubleshoot pressure washer problems, best in color matching

IT Engineer, Hewlett-Packard, Atlanta, Ga. – May 1995 to Nov. 2002

- Developed, tested, and supported deployment of internal World Wide standard PC images:
  - Created images using Ghost, REMBO RAD, and REMBO RAB (auto deploy and auto backup)
  - Scripts for deploying software and updates within HP
  - Microsoft Operating System and MS Office packages prior to internal release
  - Maintained Test Lab NT servers and client systems for testing new images, software and hardware
- Co-manager of the Customer Outsourcing Data Center.
  - Managed the logistics of all customer and HP equipment, data connections and design of infrastructure updates
  - Initiated inventory control system for all equipment
  - Created layout drawings for the Data Center
  - Member of team to determine the Electrical, HVAC, and UPS requirements
- Lead NT System Administrator for Outsourcing Customer (Alcoa). Trained and Managed other System Administrators:
  - Day-to-day user and site server support
  - Maintained, managed, and deployed worldwide servers remotely
  - Monitored backups and restores using Backup Exec
  - Server managed – WINS, Print, Exchange, File, PDC, BDC, DNS, etc.
- Network Engineer monitoring Outsourcing Customer networks world-wide
  - NT, Novel, CISCO, Wellfleet, TELCO, hardware, networks and connections using HP OpenView and Remedy
- Heavy phone/call center support in all aspects of System Administration and Network support
- Member of onsite Medical Emergency Response Team

Software Engineer, Rockwell International TSD (now a part of Boeing Aircraft), Duluth, Ga. – Sept.1985 to May 1995 (held D.O.D. Secret Clearance)

- Maintained, and revise engineering man-hour tracking system program for network use



- Support all of the PCs in Engineering for IT. Custom built some of the PCs
- Security Representative for the Graphics Department
- Computerized the Graphics Department. I trained personnel on the use of computers and programs. Assisted in long- range planning
- Mechanical Engineer - Checked all production design engineering documentation for Form, Fit, Function and Produce-ability

University Instructor, Southern Polytechnic State University, Marietta, Ga. – Sept. 1986 to June 1987 (Architectural Engineering Department)

- AET343 CAD Management – wrote course
- Maintained computer system for the course
- AET333 Computer Aided Design – taught course

Applications Engineer, Holguin & Associates Inc. (Engineering Graphics Software), Atlanta, Ga. / ElPaso, Tx. – Feb. 1984 to Sept.1985

- Conducted workshops and sales demos for the computer aided design software programs
- Maintained all the hardware used by the sales staff
- Set up all hardware and software used by the sales staff in the Hewlett-Packard offices and national trade shows
- Filled in for the sales personnel when they were overbooked

Group Leader / Site Instructor, General Dynamics Electric Boat Division, Atlanta, Ga. – June 1983 to Feb. 1984

- Director of training for company design procedures
- Director of new employee orientation
- Created training program for engineering drawing checkers
- Supervised the Mechanical Engineering Group

Mechanical Engineer, Dravo Engineers Pulp and Paper Division, Atlanta, Ga. – Sept.1980 to June 1983

- Project cost estimator
- Mechanical design of bulk material handling systems

Mechanical Engineer, Bacho Systems Inc., Kennesaw, Ga. – Oct. 1976 to Sept. 1980

- Senior Project Cost Estimator
- Structural / Mechanical Designer of dust pollution control systems for industrial applications
- Created and maintained the spare parts program

Engineering Design Technician, AMAX Resource Recovery Systems, Inc., Atlanta, Ga. / Dayton, Oh. – Aug. 1973 to Oct.1976

- Assistant Project Manager for design and installation of Pond Ash projects
- Senior Structural / Mechanical Design Technician for Fly Ash Collection Plants at Power Utility Plants

R&D Mechanical Designer, Temperature Control, Inc., Atlanta, Ga. – February 1970 to August 1973

- Worked with VP of Engineering to design a new line of roof top air conditioning units
- Made design improvements to existing line of industrial roof top air conditioning units

Engineering Group Leader, Kirk-Mayer, Inc. (Lockheed C5A subcontractor), Atlanta, Ga. – Oct. 1966 to Feb.1970

- Engineering drawing checker
- Mechanical Engineering Group Leader
- Graphics design for Lockheed's HR Department

## EDUCATION

Certificates of Accreditation

Chattahoochee Technical College - Aircraft Tool Design Technician

Academy of Professional Drafting - Computer Aided Drafting

Computer Science Courses

Kennesaw State University

Southern Polytechnic State University

North Metro Technical College



Certificates of Achievement (NT Server, Computer Aided Design, Systems Security)  
Microsoft, Computervision, Auto-Trol, Hewlett-Packard, and Department Of Defense

PROFESSIONAL CERTIFICATION (Sponsored by the National Society of Professional Engineers)  
Mechanical Engineering Technician - The Institute for the Certification of Engineering Technicians  
Senior Mechanical Engineering Technician - National Institute for Certification in Engineering Technologies

#### ACHIEVEMENTS

Eagle Scout Award  
Certified in Emergency Medical Procedures including Defibrillators

#### VOLUNTEER

East Valley Elementary – 4 years teaching Art Appreciation once a month grades 2 through 5  
CERT Participated in training others for CERT  
Cobb County Search And Rescue (SAR). Participated in the training others for SAR.

#### HOBBIES & INTERESTS

Computers – build, restore, and repair  
Photography – amateur (still learning) using Nikon equipment  
Woodworking  
Old car restoration (75 Corvette)  
Coin collecting  
Model trains



**CURRICULUM VITAE**  
**Laura Miller, Ph.D.**  
**University of West Georgia**



<u>Date</u>	<u>Title</u>	<u>Institution and Department</u>
2016-present	Associate Professor	University of West Georgia Department of English and Philosophy
2011-2016	Assistant Professor	University of West Georgia Department of English and Philosophy
Spring 2011	Full-time Lecturer	University of Nevada, Reno Department of English
Fall 2010	Literature Teaching Fellow	University of California, Santa Barbara College of Creative Studies
	Part-time Lecturer	University of California, Santa Barbara Department of English

<u>Degree</u>	<u>School</u>	<u>Years</u>
Ph.D., English	University of California, Santa Barbara	2004-2010
Dissertation:	"Narrating Newton, Narrating Truth: Fame, Print, and Scientific Authorship" (committee: William B. Warner, E. Heckendorn Cook, Anita Guerrini)	
M.A., English	California State University, Northridge	2002-2004
B.A., English	Duke University	1993-1997

**Publications**

**BOOK**

*Reading Popular Newtonianism: Print, the Principia, and the Dissemination of Newtonian Science.* Charlottesville: University of Virginia Press, 2018. (Reviewed in *SEL, Library and Information History, The Year's Work in Critical and Cultural Theory*)



## ESSAYS

"Masculinity, Space, and Late Seventeenth-Century Alchemical Practices." *Gender and Space in Britain, 1660-1820*. Eds. Karen Gevirtz and Mona Narain. Ashgate, 2014 (165-178).

"Publishers and Gendered Readership in English-Language Editions of *Il Newtonianismo per le Dame*." *Studies in Eighteenth-Century Culture* (42) 2013 (191-214).

"Between Life and Death: Representing Medicine, Necrophilia, and the Figure of the Intercessor in M.G. Lewis's *The Monk*." *Sex and Death in the Eighteenth Century*. Ed. Jolene Zigarovich. London and New York: Routledge, 2013 (203-223).

"Sea: Transporting England." *Broadside Ballads from the Pepys Collection: A Selection of Texts, Approaches, and Recordings*. Ed. Patricia Fumerton. Tempe, AZ: Arizona Center for Medieval and Renaissance Studies, 2012 (247-266). [Short essay and edited series of ballads]

## OTHER PUBLICATIONS

Entries for the *Cambridge Guide to the Eighteenth-Century Novel, 1660-1820*: Labadie, *The Adventures of Pomponius, A Roman Knight: Or, The History of our Times*; Frere de Cherensi, *The Modern Hero, In the Kingdom of Cathai. In the Year 90000*; Charlotte Palmer, *Female Stability*. Forthcoming from Cambridge UP.

"Isaac Newton in the Eighteenth Century," a chat on *Medium* with Jenny Davidson (Columbia) about the writing of my book, 2018.

"Early American Library History and Digital Humanities Using *Hamilton*." *Pedagogy and American Literary Studies*. 9 May 2017.

"Elizabeth Carter" and "Mock-Epic." Entries for *The Encyclopedia of British Literature 1660-1789*. Eds. Jack Lynch and Gary Day. Wiley-Blackwell, 2015 (215-217; 806-808).

Review, *The New Science and Women's Literary Discourse: Prefiguring Frankenstein*. Ed. Judy A. Hayden. In *Aphra Behn Online: Interactive Journal for Women in the Arts 1640-1830*. (2012).

Review, Stevenson, John Allen. *The Real History of Tom Jones*. In *Cercles: Revue Pluridisciplinaire du Monde Anglophone*. (December 2011).

Review, *Strength in Weakness: Writings of Eighteenth-Century Quaker Women*. Gil Skidmore, ed. In *Religion in the Age of Enlightenment* 3 (2011).

Review, Ewalt, Margaret M. *Peripheral Wonders: Nature, Knowledge, and Enlightenment in the Eighteenth Century Orinoco*. In *Religion in the Age of Enlightenment* 2 (2010).



Review, *Heredity Produced: At the Crossroads of Biology, Politics, and Culture: 1500-1870*. Staffan Müller-Wille and Hans-Jörg Rheinberger, eds. *Journal for Early Modern Cultural Studies* 8.2 (2008): 144-147.

## EDITORIAL WORK

Editor. Special Issue, "Libraries and Booksellers in the Long Eighteenth Century." *Library & Information History* 2015; 31(3).

Reviewer of articles for *Configurations*, *Authorship*, and *Literature Compass*.

## IN PROGRESS

Articles on ambivalent neutrality in early New York publishing, and on Newtonianism and Hogarth's *The Indian Emperor*.

Second book, *Reading British Science in Early American Libraries*.

## Conferences and Invited Talks

Presenter, "Scale and Exchange in Early American Scientific Reading," International Society for Eighteenth-Century Studies Congress on the Enlightenment, Edinburgh, UK, July 2019

Presenter, "Astrology at Harvard: Charles Morton's Dissenting Science," Robinson Crusoe Tercentenary, Defoe Society Conference, York, UK, July 2019

Presenter, "A Natural History of Jane Shore," ASECS, Denver, CO, March 2019.

Roundtable Participant, "Knowing Better: Empirical Epistemology and Scholarly Teleology," ASECS, Denver, CO, March 2019.

Invited Talk, "Reading British Science in Early American Libraries: An Overview," The Historical Society of Pennsylvania, May 2018

Presenter, "Irish Scientific Imprints in Early American Libraries," ASECS, Orlando, FL, March 2018.

Roundtable Participant, "Imaginative Voyages and Speculative Fictions," ASECS, Orlando, FL, March 2018.

Invited Lecture, "Reading Popular Science in Early American Libraries," Eighteenth-Century Worlds Centre, University of Liverpool, March 2018.



Presenter, "The Gendered Aesthetics of Popular Newtonianism in the Works of Francesco Algarotti," BSECS, Oxford, UK, January 2018.

Presenter, "Bodies in Resistant Media," ASECS, Minneapolis, MN, March 2017.

Roundtable Participant, "Co-Teaching Literature and Science," ASECS, Minneapolis, MN, March 2017.

Roundtable Chair and Presenter, Academic Job Market Roundtable, SEASECS, Montgomery, AL, February 2017

Presenter, "The Scottish Enlightenment and Intercultural Scientific Reading in the Early Republic," MLA, Philadelphia, PA, January 2017

Invited Talk, "Victor as Quixotic Reader of Science," Auburn University, November 2016.

Presenter, "Reading Science in New York, 1789-1805," History of Science Society, Atlanta, GA, November 2016

Roundtable Participant, "Aesthetics, Methods, and Materialities in – And Beyond – Eighteenth-Century Science," Society for Literature, Science, and the Arts, Atlanta, GA, November 2016

Invited Talk, "XML-TEI," University of West Georgia Digital History Seminar, October 2016.

Invited Lecture, "Literature and Eighteenth-Century Popular Science," Carnegie Library, Newnan, GA, October 2016

Invited Talk, "XML-TEI," Auburn University, October 2016.

Invited Lecture, "Reading Popular Newtonianism in Early American Libraries," Auburn University, October 2016.

Presenter, "Reconstructing Communities of Scientific Readers in Late Eighteenth-Century New York," ASECS, Pittsburgh, PA, March-April 2016

Roundtable Participant, "Removing Barriers to Junior Scholars at ASECS," Women's Caucus Roundtable, ASECS, Pittsburgh, PA, March-April 2016

Roundtable Chair, "Science Studies Around the Eighteenth Century," Science Studies Caucus Roundtable, ASECS, Pittsburgh, PA, March-April 2016

Presenter, "From Euler to Ann Radcliffe: Borrowing Records and Reading Communities in Eighteenth-Century New York," SEASECS, Savannah, GA, February 2016



Panel Chair and Presenter, Academic Job Market Roundtable, SEASECS, Savannah, GA, February 2016

Presenter, "Digital Library History in the Literature Classroom," "Library Records in the Digital Age: A Symposium on Teaching and New Research," New York Society Library, New York, NY, January 2016

Presenter, "The Borrowing Habits of Academic Readers at the Columbia College Library and the New York Society Library, 1789-1805," Bibliographical Society of America-sponsored panel, ASECS, Los Angeles, CA, March 2015

Roundtable Participant, "Collaborative Research Networks in Bibliography and Book History," Bibliographical Society of America-sponsored panel, ASECS, Los Angeles, CA, March 2015

Program Chair, SEASECS, Gainesville, FL, February 2015

Panel Chair and Presenter, Academic Job Market Roundtable, SEASECS, Gainesville, FL, February 2015

Presenter, "Newtonian Legacies and Antitheatricality in Hogarth's *The Indian Emperor*," SAMLA, Decatur, GA, November 2014.

Presenter, "Translating Algarotti," University of West Georgia Conference on the Humanities, Carrollton, GA, October 2014.

Commentator, Panel on the New York Society Library, Digital Approaches to Library History Conference, sponsored by Community Libraries: Connecting Readers in the Atlantic World, c.1650-c.1850. Chicago, IL, May 2014.

Roundtable Participant, "Teaching Gender and Sexuality in the Arts and Humanities," (Invited participant), Innovations in Pedagogy Conference, University of West Georgia (UWG), April 2014.

Presenter, "Algarotti's English-Language Readership." American Society for Eighteenth-Century Studies (ASECS), Williamsburg, VA, March 2014.

Panel chair, "Libraries and Booksellers," Bibliographical Society of America-sponsored panel, ASECS, Williamsburg, VA, March 2014.

Presenter, "Reading Popular Science at the New York Society Library, 1789-1792." Community Libraries: Connecting Readers in the Atlantic World, c.1650-c.1850. University of Liverpool, UK, January 2014.

Presenter, "Coetzee and Opera." SCMLA, New Orleans, LA, October 2013.



Presenter, "Reading Astronomy at the New York Society Library, 1790-1792." ASECS, Cleveland, OH, April 2013.

Panel chair, "Science and Representation," ASECS, Cleveland, OH, April 2013

Presenter, "Memorializing Newton in Hogarth's *The Indian Emperor*," SEASECS, Charleston, SC, March 2013.

Presenter, "Masculinity and Newtonian Optical Experiments." ASECS, San Antonio, TX, March 2012.

Presenter, "Newton, Information, and the Medium of Transmission." SEASECS, Decatur, GA. March 2012.

Presenter, "Masculinity, Space, and Late Seventeenth-Century Alchemical Practices." SCSECS, Asheville, NC, February 2012.

Presenter, "Publishers and Gendered Readership in English-Language Editions of *Il Newtonianismo per le Dame*." ASECS, Vancouver, BC, March 2011.

Presenter, "The Problem of Middle Age." Roundtable, "New Approaches to Life-Stage Studies." ASECS, Vancouver, BC, March 2011.

Presenter, "Newton as Spectacle." ASECS, Richmond, VA, March 2009.

Roundtable chair, "Historical Approaches to Science and Literature." ASECS, Richmond, VA, March 2009.

Presenter, "Reading Newton's *Principia*." "Reading as a Social Technology," University of California Transliterations Project's History of Reading Group Conference, UCSB, March 2009.

Presenter, "The Queerness of Books." (Invited talk and workshop) Western Regional LGBTQIA Conference, UCSB, February 2009.

Presenter, "Algarotti Removed from the Ladies: English Editions of *Il Newtonianismo per le Dame*." "The Culture of Print in Science, Technology, Engineering, and Medicine (STEM)," Center for the History of Print Culture in Modern America, UW-Madison, WI, September 2008.

Presenter, "Print, Publicity, and Extrapolation in Newton's *Principia*." Third Annual Conference on Science and the Public, Center for the History of Science, Technology, and Medicine, University of Manchester, UK, June 2008.

Presenter, "Teaching Newton to the Ladies: English-Language Translations of Algarotti" (presentation) and "English Broadside Ballad Archive" (digital projects poster session). "Teaching and Text," conference of the Society for the History of Authorship, Reading, and Publishing (SHARP), Oxford, UK, June 2008.



Presenter, "Imagination and Scientific Evidence in Comedies About Virtuosi." ASECS, Portland, OR, March 2008.

Panel chair, "Newton and Newtonianism." ASECS, Portland, OR, March 2008.

Conference assistant, "Science as Navigation: Leonhard Euler's Journeys." UCSB, November 2007.

Presenter, "Scientists, Poets, and Scientific Poets." ASECS, Atlanta, GA, March 2007.

Panel chair, "Physical Education in the Eighteenth Century." ASECS, Atlanta, GA, March 2007.

Conference co-organizer, "Making Publics: Media, Markets, and Association in Early Modern Europe: 1500-1800." UCSB Early Modern Center conference, March 2007.

Respondent, Early Modern Center Colloquium, "Making Publics." UCSB, November 2006.

Presenter, "Public Tears for the 'Already written' Mind in Pope's 'Eloisa to Abelard'." ASECS, Montreal, QC, April 2006.

Presenter, "Love's Dissolution and *The Monk's* Intercessory Medicine." ASECS, Las Vegas, NV, April 2005.

## **Workshops and Training**

*Small Teaching Online* Reading Group, Fall 2019,

Participant, American Antiquarian Society Digital Antiquarian Workshop, Worcester, MA, June 2015.

Rare Book School, University of Virginia, "The Printed Book to 1800: Description and Analysis," Charlottesville, VA, June 2015.

QM Quality Matters Online Teaching Certification, June 2014.

## **Fellowships and Grants**

Co-investigator, Libraries, Reading Communities and Cultural Formation in the Eighteenth-Century Atlantic, £1 million multi-year grant, Arts and Humanities Research Council of the UK (AHRC), 2019-2022

Faculty Research Grant, UWG, 2019-2020



Andrew W. Mellon Foundation Fellowship, Library Company of Philadelphia and The Historical Society of Pennsylvania, May 2018

Visiting Research Fellow, Eighteenth-Century Worlds, University of Liverpool, March 2018

W. Jackson Bate/Douglas W. Bryant/American Society for Eighteenth-Century Studies (ASECS) Fellowship, Houghton Library, Harvard University, June 2016

Presidential Assistance Grant, UWG, 2015

Interdisciplinary Humanities Center Fellow, UCSB, 2009-2011

Graduate Research Mentorship Program Fellowship, UCSB, 2008-2009

ASECS/William Andrews Clark Memorial Library Research Fellowship, 2008

Humanities and Social Sciences Research Grant, UCSB, 2009

Department of English Fellowship, UCSB, 2004-2005

## **Honors and Awards**

2014 Office of First-Year Experience Influential Person Award, UWG

2009 William J. Villa Service to Students Award, UCSB (shared award)

2005-2006 Outstanding Teaching Assistant Award, Department of English, UCSB

## **Courses Taught**

Associate Professor, University of West Georgia, Department of English and Philosophy

XIDS 2100 Digital Humanities

XIDS 2100 Gender, Sexuality, and Crime

ENGL 2110 World Literature

ENGL 2120 British Literature

ENGL 2120H British Literature--Honors

ENGL 3000 Research and Methodology

ENGL 3410 Technology for Editors and Writers

ENGL 4000 Ballads, Broadside, and Working-Class Literature

ENGL 4384 Senior Seminar, Humans and Animals

ENGL 4385 Special Topics, Science and Literature (Co-taught with Dr. Janet Genz, Biology)

ENGL 6105 Making it Old: Eighteenth-Century Studies in the Twenty-First Century



Assistant Professor, University of West Georgia, Department of English and Philosophy

ENGL 1101 Writing and the University  
 XIDS 2100 Digital Humanities  
 XIDS 2100 Introduction to Gender and Sexuality Studies  
 XIDS 2100 American Media and the Arts  
 XIDS 2100 Bestsellers and Blockbusters  
 ENGL 2120 British Literature  
 ENGL 2120H British Literature – Honors  
 ENGL 2190 Women’s Literature – Women and the City  
 ENGL 3000 Research and Methodology  
 ENGL 4000 Print, Gender, and Identity in the Eighteenth Century (Taught as Independent Study)  
 ENGL 4106 Studies in Genre – Satire  
 ENGL 4108 Studies in the Novel – British  
 ENGL 4130 Romance, Adventure, and Danger in the Eighteenth Century  
 ENGL 4130 Eighteenth-Century Literature: The Global and the Local  
 ENGL 4185 Popular British Women Writers  
 ENGL 4188 Studies in an Author: JM Coetzee  
 ENGL 4188 Studies in an Author: Sarah Waters (Taught as Independent Study)  
 ENGL 4381 Masculinity and Materialism (Taught as Independent Study)  
 ENGL 4385 Special Topics, Science and Literature  
 ENGL 5381 Eighteenth-Century Literature and Reading Networks (Taught as Independent Study)  
 ENGL 6105 Gender and Genre in the Eighteenth Century  
 ENGL 6105 Eighteenth-Century Fiction and the Past and Future of Print

## **Committee Memberships**

### UNIVERSITY COMMITTEES

Faculty Senate Rules Committee (Senate subcommittee), 2017-present.

Electronic Dossier Committee, 2016-present.

Faculty Senator, UWG. 2014-present.

Faculty Senate Technology Committee (Senate subcommittee), UWG. 2014-2017.

Faculty Development Committee (Senate subcommittee), UWG. 2013-2014.

Student Affairs Committee, UWG. 2012-2014.

Gender and Sexuality Studies Minor Committee, UWG. 2011-present.

### COAH COMMITTEES



Faculty Advisory Committee, UWG, 2012-2014; 2017-2019.

Tenure and Promotion Committee, UWG, 2016-2020 (chair, 2017-2019).

Strategic Planning Committee, UWG, 2014-present.

#### DEPARTMENT COMMITTEES

Graduate Committee, Department of English, UWG, 2016-2018; 2013-2015, 2018-2020.

Faculty Status Committee, Department of English, 2016-present (chair, 2018-2020).

First-Year Writing Ad-Hoc Committee, Department of English, UWG, 2012.

Curriculum and Scheduling Committee, Department of English, Fall 2012.

#### **Advisement of Student Organizations**

Co-sponsor, Sigma Tau Delta English Honors Society, UWG, 2014-2017.

Adviser, Trash Runners, UWG, 2011-2012.

#### **Professional Societies and Research Groups**

SEASECS Treasurer, 2016-present

SEASECS At-large board member, 2015-2016

ASECS Science Studies Caucus co-chair, 2014-2017

Modern Language Association

American Society for Eighteenth-Century Studies

Bibliographical Society of America

Society for the History of Authorship, Reading, and Printing

Community Libraries: Connecting Readers in the Atlantic World, c.1650-c.1850. Arts and Humanities Research Council of the UK (AHRC) research group, 2013-2015.

**Languages**, French, Latin, some Italian, some Spanish

**References (available upon request)**



Lewis A. Fraser, II  
[REDACTED]  
Flowery Branch, Georgia 30542  
[REDACTED]  
[REDACTED]

Executive Leader and Educator with domestic and international experience in general management, finance, operations, strategic planning, project management, procurement and logistics, education, sales and marketing who generated \$20 million revenue increase in the first year by securing new business in 7 countries.

***Strategist** adept at identifying and capitalizing on opportunities to strengthen position in ever-changing global market.*

- Increased owner's equity \$4 million by negotiating strategic joint venture and coordinating merger.
- Built Relationships with United Nation, US Military, international companies and South American government officials.
- Analyzed core competencies and spearheaded expansion into previously untapped related markets.
- \$540,000 balance sheet improvement realized while negotiating reassignment of 700+ employees in 3 months.
- Implemented Differentiated Learning and Instructional Methods to increase productivity and performance of unit
- Restructured Learning Groups to optimize revenue and reduce costs, while increasing scores.

***Results-driven leader** with track record of cutting costs while improving client satisfaction.*

- \$1+ million annual savings produced through restructuring, increasing efficiencies throughout corporation.
- \$490,000 saved by negotiating/streamlining procedures for 20 business units worldwide.
- 20% reduction in operating expenses achieved in first year through in-depth analysis and strategic changes.
- Improved Academic Skills in class that resulted in an average of 3 grade level improvements

***Strong communicator** able to establish solid business relationships in support of corporate objectives.*

***Broad-Based Experience** includes mergers, acquisitions, international joint ventures, education and strategic alliances.*

Good Health. Married, 3 children (All attended on Academic or Athletic Scholarships for College).  
Extensive cross-cultural experience,

## **Education:**

**Doctorate Work - Educational Leadership and Administration**, *Liberty University*, Lynchburg, Virginia, 2006 to 2010

**Specialist of Education - Educational Leadership and Administration**, 4.0 GPA, *Lincoln Memorial University*, Harrogate, Tennessee, 2006

**Educational Certificate Endorsement Program**, *Mercer University*, Atlanta, Georgia, 2001

**Mergers and Acquisitions Program**, *The Wharton School at University of Pennsylvania*, Philadelphia, Pennsylvania, 1997

**Competitive Marketing Strategy Program**, *The Wharton School at University of Pennsylvania*, Philadelphia, Pennsylvania, 1996

**Masters of Business Administration**, *Barry University*, Miami, Florida, 1995; Graduated Top of Class, 4.0 GPA while working 70+ hours/week

**Bachelor of Science - Hospitality Management**, *Florida International University*, Miami, Florida, 1986;  
Dean's List

**Association of Certified Biblical Counselors – Certified Associate since 2011**



## Professional Experience:

- GAINESVILLE CITY SCHOOLS, Gainesville, Georgia 2010-current  
**Teacher/Instructor/Coach**
- Leader within School, implemented numerous innovative ideas and had tremendous achievement on many fronts and all subjects as well as ESOL. State Endorsed in many areas.
- DEERING PROPERTIES, LLC., Village of Palmetto Bay, Florida – 2004 to 2009  
**Managing Director**
- Managed Assets and Commercial Real Estate Projects as well as negotiated leases with tenants.
  - Handled Land Acquisitions, Development Plans and Property Management of Centers
  - Established, formulated and coordinated various assets and investment vehicles to create growth and income within the portfolio of holdings.
  - Managed and Advised Large Family Estate and Members
- HALL COUNTY SCHOOLS, Gainesville, Georgia- 2001 to 2004  
**Instructor/ Teacher/ Coach**
- Worked with youth in the Greater Atlanta Area to encourage independence and self worth as well as teaching life lessons
  - Obtained Certification as an Administrator and Educator in Math, History, Business Education, Economics and Leadership
- SILVER STAR HOMES, LLC, Cleveland, Georgia- 2001 to 2004  
**President & Managing Member**
- Built, constructed and developed spec homes with completely steel framing system (roof, walls and flooring) including multiple projects management.
  - Raised Capital and Funding from Banks and formulated business plan for 20+ homes project
- JOY, ALFRED & TAITE, LLC., Gainesville, Georgia – 1998 -2001  
**President & Managing Member**
- Built, sold or developed over eight different franchise locations in Northern Metro Atlanta including flagship store of Atlanta Bread Co.
- FRA-ZER WORLDWIDE SERVICES, L.C., Miami, Florida – 1993 to 1998  
**President - Joint Venture of Worldwide Services and Zerbone Services of Italy (subsidiary of Costa Crociere)**
- Negotiated joint venture and coordinated merger. Attained \$25 million revenue, \$2+ million profit within 14 months.
  - Established international strategic alliance enabling expansion into lucrative markets worldwide.
- WORLD-WIDE SERVICES, INC. - *Formerly Stellar Maritime*, Miami, Florida  
**Vice President and General Manager**
- Oversaw and directed onboard hotel/catering operations for 13 cruise ships (5 cruise lines) including 7 start ups (5 in first 4 months)., 3000+ employees from over 40 different countries.
  - Launched military food support operations, mobilizing 300+ employees from 7 countries within 5 days.
  - Spearheaded diversification to include remote/offshore catering as well as international distribution/logistic services.
- ROYAL CARIBBEAN CRUISE LINES, INC., Miami, Florida - 1979 to 1993  
**Hotel Operations Manager (1988-93)**
- Directed \$50 million operation comprising 2 ships with 1,500 total employees from 50+ countries.
  - Standardized and documented procedures to ensure consistent customer service and cost-effective operation,
  - Youngest Operations Manager in company history. Managed daily operation of 11 different ships throughout career. Established and managed budgets for all hotel departments onboard ships.
- Purchasing Manager (1987-88)**
- Negotiated purchasing agreement and managed procurement of \$50+ million of hotel and food stores annually.
  - Directed worldwide logistics for 10 cruise ships in international itineraries.
- Administrative Positions in Accounting, Information Technology, Operations, Personnel and recruiting both onboard ships**



# Lionel R. Lopez

Powder Springs, Georgia 30127

Bilingual: Fluent in Spanish

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## Datacenter and Systems Engineer

*Dynamic Data Center engineer and leader in service quality, design, and reporting.*

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Over ten years of experience leading Data Center operations, engineering, and strategic planning with in-depth familiarity in software, hardware, and data center equipment. Expertise in computer and network technologies, servers, switches, routers, and more. Knowledgeable in Lean and Agile methods to ensure process improvements and workflow optimization while reducing costs. Knowledgeable in IT enterprise asset management, contingency and disaster recovery, network administration, inventory control, and aligning Data Center operations with organizational goals.

*Strategic Planning and Implementation / Project Management / Windows Servers / Cisco Routers  
Process Improvements / Cost Reduction / Cross-Functional Team Leadership*

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## TECHNICAL PROFICIENCIES

**Platforms:** JIRA, Salesforce, UNIX, Solaris, Windows, Mac OS , Netapp, Oracle, VMware.

**Tools:** Perl, IRIS, Microsoft Office Suite

**Hardware:** Compaq, IBM, Sun and HP Servers, SCSI devices, Fibre Channel, JBOD storage, SAN switches, HP Surestore XP512 and XP48 Disk Array, HP Surestore Virtual 7100 Disk Array, ATA and SCSI hard drives and DLT tape drives, DLT tape library, Qlogic and Inrange SAN Switchese, F5 networks, Fortinet, Cisco ASA.

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## PROFESSIONAL EXPERIENCE

**Data Center Engineer** (December 2016 – Present)

Nuance Communications, Burlington, Massachusetts

*Technical Scope: Data center power, cooling, and backend uninterrupted power systems. High voltage power, power distribution, 3phase power designs, switchgear, UPS, PDU, generators, datacenter design.*

Oversee all aspects of power capacity and generation planning, including comprehensively documentation. Lead maintenance and tracking of power system upgrades, report regarding power distribution utilization and capacities, and develop strategic plans for periodic back end power support load testing. Guide user access and building security, develop best practices and policies, and leverage continuous process improvements to space and rack layout. Leverage Agile methods for workload and capacity planning, drive strategic planning and implementation of data center space, and maintain all systems.

### **Key Achievements:**

- Successfully Coordinated with both DevOps and Infrastructure teams to drive closure of closed three data centers on time and under budget, enabling millions in savings.

...Continued...



# Lionel Lopez

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Page Two

## **Data Center Manager/Lead Data Engineer** (September 2013– November 2016)

Cantor Fitzgerald/BCG Partners, New York, New York

*Technical Scope: Servers, routers, switches, firewalls, and data center hardware/software.*

Drove maintenance, troubleshooting, and upgrades of all data center hardware and software, including installations and testing. Managed system changes and upgrades, quickly responded to and resolved incidents, and developed design recommendations to improve processes/implement Lean methods. Collaborated with cross-functional teams, including Deployment, Engineering, and Support.

### **Key Achievements:**

- Successfully acquired skills and expertise in DNX VOIP systems and a wide array of data center technologies and tools.
- Effectively worked extended hours for over nine months to maintain site operations during staff shortages and ensure optimal service quality.

## **Technical Application Specialist/Sales/Sales Support** (2008 – 2011)

IKON Office Solutions, Milford, Connecticut

*Technical Scope: Industrial and construction machinery and equipment.*

Guided all aspects of technical sales from end-to-end, including customer training, work flow/equipment analysis, and coordination with cross-functional teams. Developed relationships with clients and fostered sales to attain quotas, delivered outstanding helpdesk support, and ensured daily break fixes and IP configurations.

*Additional experience as a Technical Application Specialist at AT&T U-Verse in Hamden, CT.*

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## **EDUCATION AND TRAINING**

### **Industrial, Commercial, Residential Electrician (2013)**

Porter and Chester Institute, Branford, Connecticut

### ***Professional Development***

Google Cloud coursework.



## EDUCATION

- High School Diploma - Palm Beach Gardens Community High School
- Partial Degree - The Art Institute of Fort Lauderdale - Fashion Design
- Partial Degree - Palm Beach State College - Education

## WORK EXPERIENCE

**Business Owner/Founder** 3/28/16 to 4/25/19

**Lit Headphones LLC** – Miami, FL

- Maintain active LLC
- Acquire Federal Trademark
- Create and maintain online domain
- Purchase materials (Asia)
- Create desirable product
- Maintain online advertising through social media
- Packaging/International Shipping
- Customer Service/Reviews/Mail order discrepancy
- Business accounting and taxes

## References

Daniel from Deco Drive Chanel 7 News [REDACTED]

Don Jones NFL Football Player [REDACTED]

Frank Garcia Club Owner [REDACTED]

Laura Andolfi Owner Hella Music Group [REDACTED]

Mrs. Oats Elementary School Teacher [REDACTED]

Sasha Charnin Morrison Editor of CBS Watch magazine [REDACTED]

Carmen from Hotory (China) [REDACTED]

Cindy from Hotory (China) [REDACTED]



# Mandi Bell

Atlanta, GA 30307

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## Experience:

*Swim Beyond LLC- formally known as Saturday Swim School, Atlanta, GA (2007-present)*

### **Owner, Director, Instructor**

- Built a swim program by word-of-mouth
- Currently teaching 300 students each year
- Employ and supervise a staff of 10
- Developed and provide oversight to an internship program for volunteer instructors to learn practical teaching skills
- Incorporate swimmers with disabilities and children from low-income families into the program
- Actively recruit minority children into the program
- Applied for business license and tax ID number
- Personally developed website ([www.swimbeyond.com](http://www.swimbeyond.com))
- Established, organized, and implemented the ALL-volunteer swim lesson program for the summer campers of the Center for Vision Impairment (approximately 50 blind and visually impaired children ages 5-18) for the past 3 summers
- Offer lifeguard certification classes and community CPR and First Aid Classes

*Swim Beyond the Boundaries Inc. 501(c)(3), Atlanta, GA (2007-present)*

### **Founder and Executive Director**

- Applied for business license and nonprofit status
- Applied for grants to be able to fund quality swim lessons for children of low-income families
- Received a grant 2 years in a row from United States Swimming's Make A Splash Foundation
- Received a grant from KeyBank
- Have provided scholarships for 90 children
- Coordinated donations for South Atlanta High School Swim Team and was able to gain enough sponsorships that all swimmers received a new team suit, cap, goggles, and towel



- Collected old swim suits that we then shipped to quilters in Indiana who use the suits as filler in making quilts for the homeless as the material dries more quickly

*Avondale Tidalwaves (2007- present)*

**Head Coach**

- Have increased team from 95 swimmers to 198
- Responsible for recruiting, hiring, and over-seeing assistant swim coaches and swim instructors (a staff of 10)
- Responsible for team budget
- Organize and coach practices, meets, Wacky Wednesday activities, and awards banquet for 200 children and their guests
- Teach stroke clinics and lessons to kids and adults
- Teach lessons
- Develop a Junior Coach Program to give older swim team members a chance to develop leadership
- Coach a Master's swim group

*United States Aquatics Club, Atlanta, GA (2017-Present)*

**Advanced Age Group 2 Coach**

- Coach swimmers ages 9-12, 6 of my swimmers have obtained their Georgia State Cuts
- Safe Sport Club Coordinator

*Chamblee High School, Chamblee, GA (November 2014-Present)*

**Community Swim Coach**

*Atlanta International School, Atlanta, GA (starting October 2015- Present)*

**Community Swim Coach**

*Georgia Swimming Open Water Zone Team (June 2017)*

***Selected as Assistant Coach***

*Dynamo Swim Club, (2012- 2015)*

**Substitute Coach**

*The Museum School, Avondale Estates, GA (December 2015- January 2016)*

**Head Coach**

- Helped to get a first ever school swim team launched

*Greater Atlanta Christian Academy, Norcross, GA (September 2014-May 2015)*

**Community Swim Coach, Swim Program Coordinator**



- Hired to develop, implement, and teach an after-school swim lesson program as part of their Discovery Program
- Community coach for the Varsity team
- Serve as the Aquatics Ambassador during their Spotlight Admission Tours

*Decatur High School, Decatur, GA (October 2012- January 2014)*

**Community Swim Coach**

*Swim Atlanta, Atlanta, GA (June 2008-2012)*

**Swim Coach**

- Assist with Bronze Group (entry level swim team group).
- Substitute coach when needed
- Coach at meets as needed

*Mercer University, Atlanta, GA (September 2009-December 2009)*

**Swim Instructor**

*Dekalb County State Swim Coach, Atlanta, GA (July 2009, 2010)*

**Head Swim Coach for the Dekalb County All-Star Team**

*Dekalb Aquatics, Atlanta, GA (September 2005- July 2009)*

**Swim Coach and Swim Instructor**

- Coached the first two years
- Scheduled and taught all of their swim lessons.

*Sporting Club at Windy Hill, Marietta, GA (January 2003-May 2006)*

**Swim Instructor and Masters Swim Coach**

- Taught swim lessons to children and adults
- Established and coached an Adult Swim Group

*Chattahoochee Plantation Tennis and Swim Club, Marietta, GA (Summers 2004, 2005, 2006)*

**Head Swim Coach and Swim Instructor**

- Developed the swim team from 45 swimmers to 120
- Went from a 0-5 season to a 5-0 season
- Recruited and trained assistants to take over the program

*Athletic Club Northeast, Atlanta, GA (January 2000-February 2003)*

**Swim Lesson Coordinator**

- Increased revenue of swim lesson program
- Grew program to include 4 instructors
- Scheduled all lessons, collected revenue, turned in payroll, and taught lessons



*Heritage Palms Golf and Country Club, Ft. Meyers, FL (October 1999-August 2000)*

**Activity and Fitness Director**

- Organized outings for residents, members, and guests
- Taught fitness classes, including water aerobics, stretch and strengthen, intro to yoga, swim lessons, and golf fit

*The Club, Athletics and Fitness, Nashville, TN (March 1998-October 1999)*

**Director of Aquatics**

- Managed 25 instructors, lifeguards, coaches, and maintenance personnel.
- Established instructional swim program for 500 people.
- Forecasted revenues and expenses.
- Maintained pool chemicals and met with health inspector.

*The Jewish Community Center, Nashville, TN (August 1995-February 1998)*

**Aquatics Activity Director**

- Created a swim lesson program
- Built a swim team
- Organized Water Aerobics Classes
- Organized kayak roll classes
- Created fun activities and instructional swim time for the summer campers

*Board of Representatives of the Nashville Swim League, Tennessee (March 1993-1996)*

**Coaches' Representative**

- Served as liaison between coaches and board members
- Amended Nashville Swim League constitution and bylaws

*Franklin Parks and Recreation, Franklin, TN (Summers 1991, 1992, 1993)*

**Head Swim Coach and Lifeguard**

*Maryland Farms Country Club, Brentwood, TN (Summers 1991, 1992, 1993)*

**Swim Instructor and Lifeguard**

*Seven Hills Country Club, Nashville, TN (Summers 1989 and 1990)*

**Assistant Swim Coach and Lifeguard**

**Education:**

*Middle Tennessee State University, Murfreesboro TN (1994-1997)*

Bachelor of Science in Criminal Justice Administration



Minor in Political Science  
Graduated with a 3.6 grade point average, Deans List

*Western Kentucky University, Bowling Green, KY (1993-1994)*

**Certifications/Training/Awards:**

Red Cross Partner- able to provide lifeguard classes and CPR and First Aid Classes, Red Cross Lifeguard Instructor, CPR for the Professional Rescuer, Lifeguard, First Aid, USA Swim Coach, Safety Training for Swim Coaches, SCUBA, Advanced Diver SCUBA, Rescue Diver, GHSA Community Coach Certified, Attended Georgia Tech Swimming's High School Swim Coaches Clinic and Roundtable Discussion, Positive Coach Alliance's Double Goal Coach Developing Triple-Impact Competitors course completed, USA Swimming's Athlete Protection Training completed, Crowd Manager Training completed, GHSA Swimming and Diving Rules Clinic, Safe Sport

**References** Virginia James

[REDACTED]

Tina Bruning

[REDACTED]

Anne Studstill

[REDACTED]

*More references are available upon request.*



## Marben Bland

[Marben's LinkedIn Profile](#)

I am a recent seminary graduate serving as a part-time Pastor skilled in using social media, marketing and storytelling to spread the Gospel. Looking for an opportunity to use these skills in a pastoral setting while leveraging my nearly three decades of experience in the military and business.

### Professional Experience:

#### **African Methodist Episcopal Church:** East Dublin, GA

**2017-Present**

*Founded by the Right Reverend Richard Allen, the African Methodist Episcopal Church has persistently advocated for the civil and human rights of all people through social improvement, religious autonomy, and political engagement.*

#### **Pastor**

*Appointed pastor, servant leader, and chief executive officer of the New Bethel African Methodist Episcopal Church a faith community of nearly 100 congregants in East Dublin, Georgia.*

#### Key Accomplishments

- Launched social media strategy including launching of church website [www.nbcdublin.com](http://www.nbcdublin.com)
- Established popular podcast designed to reach non church attendees
- Manages annual church budget in excess of \$100,000
- Lead successful capital campaign raising over \$30,000

#### **Advanced Micro Devices:** Austin, TX

**2012-2017**

*AMD is a semiconductor design innovator leading the next era of vivid digital experiences with 2018 revenue of \$6.49 billion*

#### **Director of Global College Recruiting and Talent Development**

*Global leader and strategist for a team tasked with the recruiting and post hire development of 500 plus computer and electrical engineers from leading universities in China, India, Canada, and the US. Directs a global team of 12 professionals.*

#### Key Accomplishments

- Established global college recruiting program hiring recruiters in China, India, Canada and the US
- 4x increase in engineer hires from leading universities in China, India, Canada and United States
- Launched global development program for over 400 interns
- Developed a social media strategy designed to excite, engage, and employ top computer engineers

#### **PPG Industries:** Pittsburgh, PA

**2008- 2012**

*A 12 billion dollar leader in coatings and specialty products with a worldwide footprint of more than 150 manufacturing facilities.*

#### **Director of Human Resources and Training**

*Human Resources Director for the 1.2 billion dollar 3,800 employee Architectural Coatings business unit. Provides HR and business support for all segments of the business including manufacturing, retail*



stores, marketing, outside sales force serving Lowes and Home Depot. Directs a team of 25 human resources professionals deployed nationwide.

**Key Accomplishments:**

- Reinvented hiring process for the business saving of \$200,000 recruiting cost.
- Created a dashboard of key HR operational metrics.
- Instituted sales force incentive pay plan increasing sales productively by 35%.
- Deployed proactive employee relations program with union and non-union employees.

**Fiskar Brands: Madison, WI**

**2005- 2008**

*An \$800M consumer products company focused on delivering high quality branded products for high-end enthusiasts in the craft, garden, and outdoor recreational markets.*

**Director of Global Human Resources and Training**

*Member of the management team for the international business group with special emphasis on recruitment, talent management, sales growth, business reinvention and, M&A activity.*

**Key Accomplishments:**

- Spearheaded staffing for China office, resulting in the hiring of 68 professionals in 37 days with an average cost per hire of \$2,600 USD.
- Redesigned worldwide sales incentive program contributing to a 42% increase in sales.

**Eaton Corporation: Pittsburgh, PA**

**2000 – 2005**

*An \$8.2B Fortune 200 diversified industrial manufacturer of high quality products for the automotive, aerospace, and electrical distribution / control markets.*

**Operational Excellence HR Manager, 2002 – 2005**

*Multi-unit HR leader. Managed 15-person team, including human resource managers in manufacturing plants and distribution centers.*

**Key Accomplishments**

- Developed comprehensive recruiting and succession planning strategies, resulting in a 90% reduction in time-to-fill jobs along with a 70% reduction in agency fees.
- Redesigned performance and merit programs, creating a pay-for-performance system with simpler, more descriptive benchmarks.
- Conducted successful negotiations with labor unions in relation to the closing and sale of a business unit.

**Manager University Relations & Professional Talent Acquisition, 2000-2002**

*HR leader and business partner. Managed divisional succession plan program. Led five-person team composed of recruiting/staffing experts.*

**Key Accomplishments**

- Redesigned university recruiting program, resulting in 50% increase in diverse hires and a 60% acceptance rate for college development programs.
- Designed and implemented recruiting and staffing models, reducing recruiting cost by 25%.
- Led succession planning efforts, identifying key talent for the enterprise M&A HR lead working on four major acquisitions totaling 30M



**Unisys Corporation:** Philadelphia, PA

**1997 - 2000**

*A \$4B global information technology consulting services and solutions company with more than 20,000 employees.*

**Senior Human Resources Consultant**

*Served as a senior HR consultant, providing services to internal / external clients. Managed three-person professional team composed of staffing and consulting specialists.*

**Chandler International:** Chicago, IL

**1994-1997**

*Acquired by Mercer Consulting in 2000, this company was a human capital resource firm offering services to Fortune 500 companies.*

**Consultant**

*Built performance management systems, developed staffing plans, and performed organizational development work. Clients included Procter and Gamble/Brazil and First Chicago Bank.*

**Sara Lee Corporation:** Winston-Salem, NC

**1991-1994**

*Sara Lee Corporation a global manufacturer and marketer of high-quality, brand-name products for consumers throughout the world*

**Human Resource Manager, 1993-1994**

*Responsible for all HR activities for a start-up manufacturing plant, including the hiring of 655 hourly and 20 salaried employees. Successfully defeated union organizing campaign.*

**Manager of Employment**

**1991-1993**

*Responsible for all exempt and non-exempt staffing. Coordinated MBA recruiting program resulting in a 60% increase in the hiring of women and minorities. Conducted over 100 successful searches for senior IT, manufacturing, engineering, and financial positions. Managed two-person team of staffing professionals.*

**Georgia Army National Guard**

**1981-1991**

**2nd Lieutenant**

*Served the nation and state as a commissioned officer*

**Education**

**Masters of Divinity:** Columbia Theological Seminary, Decatur, Georgia – Degree conferred in December 2019

*Earned two credits of Clinical Pastoral Education – Emory University Hospital – 2018*

**Masters of Public Administration:** Georgia College and State University, Milledgeville, Georgia

**Bachelor of Arts, English/Political Science:** Mercer University, Macon, Georgia



**Mark R. Fingerman**

**Alpharetta, GA 30009**

**Summary:**

Experienced professional in the Atlanta area. Years of dedicated service to various Georgian people and companies. A working person who pays taxes and knows what it is like to work overtime.

**Work History:**

**Unisys**

Customer Engineer, Atlanta, Ga

- Field engineer for EMC working on VMAX, Clariion, VNX, and Celerra devices
- Service of SAN storage devices inside of various data centers and labs
- Support other shifts as needed during heavy call load periods
- Responsible for scheduling CEs in the Atlanta Region

**Inacom Corporation\Vanstar Corporation**

Senior Help Desk Specialist/Supervisor – National Technical Support Center, Roswell, GA

- Team lead for technical and customer contact on specific major accounts
- Deliver extensive 2<sup>nd</sup> level telephone support of field engineers, and select client agents
- Provided triage assistance for customers and company personnel relating to computer hardware, operating systems, software, and networking support
- Performed product evaluations on new equipment
- Supervise development of and provide delivery for classes in computer hardware
- Assist in evaluation of vendor products for potential sale and support
- Results included the development of a small support team into a substantial organization that was identified as a major reason for the purchase of the company

**Datatec Systems Inc.**

Regional Resource Administrator, Atlanta, GA

- Manage payroll for more than 50 field technicians
- Provide scheduling support to operations management in corporate offices and in the field Maintain personnel files for expense reporting and control entry of data to company intranet
- Design reporting processes for tracking added jobs for field personnel
- Manage and improved lines of communication with technicians





## **Entex Information Services**

### **Senior Customer Service Engineer – Atlanta, GA**

- Perform desk side support at client's corporate headquarters for hardware, software, and networking issues
- Support repairs, installs, moves, additions, and changes
- Assisted in development of time reporting tools
- Designed one-sheet instructions for clientele to simplify maintenance routines
- Received a company award for performance excellence.

## **Atos (formerly Siemens Information Systems)**

### **IT Support Engineer-Team Lead, Atlanta, GA**

- EMC Symmetrix Support Team working on VMAX, and the DMX series
- Perform VIP desk side support at client's corporate headquarters for hardware, software, and networking issues
- Support repairs, installs, moves, additions, and changes
- Configuration of new laptops and desktops, installation and configuration of printers
- Assist in the repair of servers to meet corporate specifications
- Provide advice and support to other technicians, multiple customers and programs for IMAC and desk side support needs

## **NYNEX Business Centers**

### **National Dispatch Staff Manager**

- Assist in the coordinated rollout of the national dispatch program
- Carry out day-to-day dispatch management responsibilities
- Design hiring and training policies and procedures for employees taking service calls

### **Technical Support Engineer – Corporate Headquarters, Atlanta, GA**

- 1<sup>st</sup> level telephone support of field engineers, triage assistance for customers
- Perform product evaluations on new equipment
- Maintain vendor contacts and gather training and reference materials for computer hardware
- Resulted in the development of the company's first hardware and software support organization.
- Established a library system that expanded support capability and saved company funds

## **Education:**

Bachelor of General Studies, University of Cincinnati, Cincinnati, OH  
Associate of Arts, University of Cincinnati, Cincinnati, OH

## **Technical Certifications and Training:**

CompTIA A+,	COMPAQ ACT, Dell Authorized
Hewlett-Packard CZ	IBM SP
Microsoft Office (Advanced)	EMC Foundation Certified



## MARK R. GOBER

Martinez, GA 30907

### PROFESSIONAL SUMMARY

Vice President of Engineering with over 30 years of experience in engineering and project management which includes managing large groups of engineers (over 400) in multiple offices throughout the United States, managing larger dollar engineered equipment procurements, providing guidance and technical support for the design, procurement, construction and commissioning of multi-billion dollar projects, developing and implementing process improvements throughout the engineering department and phases of projects, preparing budget and schedule management of all design functions and phases for the construction of the MOX Project and other large scale projects at the Savannah River Site in Aiken, SC; Hanford Site in Richland, WA; Wolf Creek Generating Station, in New Strawn, KS; and I.E. Hatch Generating Stations in Vidalia, GA. Worked many years in both Department of Energy and commercial nuclear industry design, procurement, and construction.

### EMPLOYMENT

**Chicago Bridge & Iron (CB&I) Project Services Group, LLC** May 2010 – Present  
**MOX Project Savannah River Site – Aiken, SC**

#### Vice President of Engineering

- Manage and integrate over 400 design and operations engineers within the engineering department consisting of multiple engineering disciplines including software and nuclear safety.
- Serve as Chair of the Management Review Committee (MRC), member of Management Safety Committee, Management Six Sigma Board, and Change Review Board.
- Develop and implement process improvements throughout the engineering department and phases of the project.
- Perform as budget and schedule manager for all design functions and phases.
- Lead all technical interactions with the Nuclear Regulatory Commission and the Department of Energy.

**Bechtel National Inc.** July 2007 – April 2010  
**Waste Treatment Plant Hanford Site - Richland, WA**

#### Plant Design Engineering Manager

- Managed and integrated over 100 design and operations engineers within the Plant Design discipline consisting of multiple offices in the United States.
- Developed and implemented process improvements throughout the Plant Design discipline.
- Served as the budget and schedule manager throughout the Plant Design discipline.
- Lead all Plant Design technical interactions with the Department of Energy.

Commented [AAL1]: This section needs work; provide a general overview of your experience and add where Wolf Creek was located to this paragraph. Your experience is great; tell me about your abilities and what sets you apart from others – make resume three full pages (we can decrease font size if needed)

Commented [AAL2]: Insert subsequent bullets highlighting your work; use present action words; 4-5 bullet points; add same for all jobs (don't use the exact same verbiage for each job)



Bechtel Savannah River, Inc.  
Savannah River Site – Aiken, SC

November 1989 – June 2007

**Project Engineering Manager for Liquid Waste** (February 2005 to June 2007)

- Managed and integrated over 75 design and operations engineers within the engineering department consisting of multiple engineering disciplines.
- Oversaw the MCU Project which was the pilot project for the Salt Waste Project at Savannah River and provided the technology which could be used in a production fashion. Developed technology was only proven at lab scale prior to this time.
- Budgeted and scheduled all design functions and phases.
- Lead all technical interactions with the Department of Energy

Commented [AAL3]: Insert subsequent bullets highlighting your work; use present action words; 4-5 bullet points; add same for all jobs (don't use the exact same verbiage for each job)

**Project Engineer for Solid Waste, Liquid Waste, Spent Fuel & Separations** (March 1999 to January 2005)

- Managed and integrated over 75 design engineers within the engineering department consisting of multiple engineering disciplines.
- Worked the following projects during this time: Supercompactor, Quench Vessel, "C" Area Breathing Air, CIF Evaporator, HEU Blend Down, HEU Parts and Shells, Mega Trench, TRU View, Tank 4 Bulk Waste Removal, Tank 5 Bulk Waste Removal, Tank 6 Bulk Waste Removal, Tank 11 Bulk Waste Removal, and Tank 12 Bulk Waste Removal, and H Area Control Room Consolidation
- Budgeted and scheduled all design functions and phases.
- Lead all technical interactions with the Department of Energy

Commented [AAL4]: Insert subsequent bullets highlighting your work; use present action words; 4-5 bullet points; add same for all jobs (don't use the exact same verbiage for each job)

Commented [AAL5]: Spell out acronyms- looks like you worked in reactors - say that (you don't want people not on the Savannah River Site to have to wonder what you did); add more bullet points; what did you do on the project? Calculations? Budget? Coordinated teams?

**Design Execution Lead for Spent Fuel** - (May 1996 to March 1999)

- Managed and integrated design execution activities.
- Acted as budget and schedule manager

**Project Controls Engineer for Defense Waste Processing Facility** - (May 1995 to May 1996)

- Performed schedule updates for Engineering's scheduled activities.
- Generated and issued monthly performance report for the project.

**C/S/A Design Engineer Separations** - (May 1994 to May 1995)

- Performed as the design liaison for two design build subcontracts in H Area.
- Participated in many projects during this time to include: 766H Training Facility and H Area Maintenance Facility.

**C/S/A Construction Engineer for Defense Waste Processing Facility** - (May 1993 to May 1994)

- Wrote work packages, ordered material, wrote and dispositioned NCR's, performed surveillance on field activities, created DCF's and interfaced with design to resolve field problems.
- Functioned as the Lead Civil Field Engineer for the Late Wash Project. Directed the dismantling of the Auxiliary Pump Pit Building and oversaw major excavation and backfill activities associated with inter-area transfer lines.

**C/S/A Design Engineer for Liquid Nuclear Waste & Separations** - (November 1989 to May 1993)

Originated and checked engineering activities related to Civil, Plant Design (Pipe Supports) and Architectural Disciplines some of which are:



- Designed and checked miscellaneous structures associated with the High Level Waste Tank Farm areas.
- Performed walk downs, processed DCP's and DCF's, produced backup calculations and drawings, attended project meetings, participated in QAR and DPHR processes, coordinated with Design Authority, construction, and maintenance.
- Accomplishments included evaluation of existing CMU walls to meet new design requirements, and resolving fan bearing and motor base structure vibration problems.

#### **Bechtel Power**

**March 1981 to November 1989**

**I.E. Hatch & Wolf Creek Generating Station - Vidalia, GA**

#### **Civil Design Engineer**

Originated and checked engineering activities related to Civil, Plant Design (Pipe Supports) and Architectural Disciplines some of which were:

- Provided disposition to constructor-initiated documents (nonconformance reports, field change requests, construction variance requests, and requests for clarification of information) within the guidelines of the applicable engineering procedures for piping, pipe supports and valves.
- Revised expansion anchor installation specification and project civil design criteria to allow the use of and provide design criteria for the use of ductile designed expansion anchors per ACI249-80 Appendix B with the 1984 Supplement.
- Designed and reviewed existing designs of supports for conduit, cable tray, HVAC, ASME and non-ASME piping (large and small bore) due to modifications to existing plant systems.
- Performed seismic equipment qualification reviews for Class 1E devices which were added or modified within the plant.
- Revised boundary requirements on fire delineation drawings to agree with the intent of the SAR and the requirements of the NFPA.

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#### **EDUCATION**

**Bachelor of Science Civil Engineering**

Graduated 1981

Georgia Technical Institute— Atlanta, GA

#### **PROFESSIONAL LICENSES**

Engineer in Training (EIT) Georgia No. 15644

Professional Engineer (PE) Georgia No. 20367



# Mark E. Goebel II

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Marietta, GA 30068 |

## Objective

Continue to utilize business leadership and customer service skills to further my professional career, and obtain a challenging position where my previous experience and commitment to Starbucks will allow continued growth within the company.

## Education

**FILM & VIDEO STUDIES | 2006 | GEORGIA STATE UNIVERSITY**

## Experience

**ASSISTANT STORE MANAGER | STARBUCKS | 208-PRESENT**

Analyze business performance, identify trends and create operational plans

Collaborate with peer group to develop business strategies

Create environment of inclusion with focus on partner development

Build and maintain culture of customer service excellence

Created success at a district level within lead role area of concentration

**SHIFT SUPERVISOR | STARBUCKS | 208-2018**

Ensure patrons receive first class customer service

Ensure promotions and sales are executed properly to promote store and company growth

Plan and execute daily partner deployment

Coach and mentor partners for maximum growth potential

Cash handling, inventory management and maintenance of store organization and cleanliness

**OWNER & OPERATOR | ATLANTA VIDEO SOLUTIONS | 2011-2015**

Film, professionally edit and distribute videography projects, with a focus on wedding celebrations and dance studio recitals

Tape to DVD conversion

Business growth and development through community partnerships and social media marketing



**GENERAL MANAGER | ZAXBY'S, INC. | 2004-2008**

Maintain customer service and product quality standards

Comply with all corporate directives and promotions

Ensure staffing needs are met through hiring, training and daily coaching

Maintain labor and scheduling standards with weekly labor analysis

Maintain inventory levels through audits and daily ordering

**Certifications**

Department of health food safety certificate



CURRICULUM VITAE

**MARK ELLIOT KOPEL, P.A.(B), AA-C, RRT**

Department of Anesthesiology  
Atlanta Medical Center

Anesthetist and Clinical Coordinator of Students  
Coordinator of Continuing Education

Business Address: Strategic Health Partners, LLC  
1300 Ridenour Blvd.  
Suite 300  
Kennesaw, Georgia, 30152

Home Address: [REDACTED]  
Alpharetta, Georgia 30022  
[REDACTED]

Marital Status: Married to Noreen O'Neill, R.N.

Children: [REDACTED]

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]

EDUCATION

1977 Bachelor of Science in Earth Space Science  
State University of New York at Stony Brook  
Stony Brook, New York

1979 Master of Medical Science in  
Intensive Respiratory Care  
School of Allied Health  
Emory University School of Medicine  
Atlanta, Georgia

1989 Master of Medical Science in Anesthesia  
School of Allied Health  
Emory University School of Medicine  
Atlanta, Georgia



**LICENSURE & CERTIFICATION**

1975	Emergency Medical Technician New York State Health Department
1980-present	Registered Respiratory Therapist National Board of Respiratory Therapists No. 8588
6/11/80-present	Physician's Assistant (PA-B) Intensive Respiratory Care State of Georgia No. 479-B
1989-present	Anesthesiologist Assistant (AA-C) State of Georgia No. 479-B
7/03-present	National Commission for Certification of Anesthesiologist Assistants Certificate Number 616
2003-present	American Heart Association Basic Life Support Instructor
2003-present	State of Georgia-Board of Health Certified Tuberculosis Prevention Administrator

**MEMBERSHIPS**

1973-1977	S.U.N.Y. at Stony Brook Volunteer Ambulance Corps Member and Executive Vice President
1979-present	American Association of Respiratory Therapists
1980-1985	Georgia Lung Association
1992-present	American Academy of Anesthesiologists Assistants
1992-1994	Society of Critical Care Medicine
1998	Wilderness Medical Society
2004-present	American Society of Anesthesiologists
2004-present	Georgia Society of Anesthesiologists



**TEACHING ACTIVITIES**

1976-1980	Standard First Aid Instructor American Red Cross Suffolk Chapter - New York
1980-1990	Instructor Master of Medical Science Intensive Respiratory Care Program Emory University School of Medicine
1985	Guest Lecturer Emory University - School of Nursing
1991	Guest Lecturer Atlanta Association of Critical Care Nurses
1991-present	Guest Lecturer Critical Care Course Atlanta Medical Center
1993	Guest Lecturer Third Annual Case Studies in Critical Care Education Department Piedmont Hospital Atlanta, GA
1992-present	Anesthesia Education Coordinator Department of Anesthesiology at Atlanta Medical Center Coordinates and assigns Anesthesia PA students from Emory University, South University, NOVA Southeastern University and Case Western Reserve University. Also coordinates assignments for medical students, residents, EMT students and shadow students
07/01/11-present	Clinical Instructor Department of Anesthesiology & Perioperative Medicine Case Western Reserve University 10900 Euclid Avenue Cleveland, OH 44106-4915
2014-Present	Adjunct Clinical Instructor Master of Medical Science Program in Anesthesiology Emory University School of Medicine 57 Executive Park South - Suite 300 Atlanta, GA 30329
2019- present	I-Stat and Acu Chek glucose monitor Instructor/Trainer



**WORK HISTORY**

1976-1977	Emergency Medical Technician Five Counties Ambulance Service Valley Stream, New York
1978-1979	Respiratory Therapist Piedmont Hospital Atlanta, Georgia
1978-1980	Respiratory Therapist Grady Memorial Hospital Atlanta, Georgia
1979-1990	Physician's Assistant - Division of Critical Care Medicine The Emory Clinic/Emory University Hospital Atlanta, Georgia
1987-1990	Drug Testing Officer Substance Abuse Program Major League Baseball Commissioner's Office Atlanta, Georgia
1989-9/10/90	Staff Anesthetist Surgical Specialties & Cardiothoracic Anesthesia Department of Anesthesiology The Emory Clinic/Emory University Hospital Atlanta, Georgia
9/17/90-3/31/01	Staff Anesthetist Medical Center Anesthesia Associates, P.C. Georgia Baptist Medical Center (became Atlanta Medical Center in 1997) Atlanta, Georgia
3/97-7/21/01	Staff Anesthetist Anesthesiology Department Southlake Surgery Center Morrow, Georgia
4/1/01-12/31/04	Staff Anesthetist Georgia Anesthesia Alliance, Ltd. Atlanta Medical Center Atlanta, Georgia
11/03-12/15/06	Staff Anesthetist (p.r.n.) Northlake Medical Center (hospital closed in 2006) 1455 Montreal Road Tucker, GA 30084



9/03-9/2006	Staff Anesthetist (p.r.n.) Northlake Surgical Center 1491 Montreal Road Tucker, GA 30084
1/1/05-11/2013	Staff Anesthetist & Associate Chief Anesthetist Northlake Anesthesia Professionals, LLC Atlanta Medical Center Atlanta, Georgia
11/2013-present	Staff Anesthetist & Senior Anesthetist ApolloMD at Atlanta Medical Center ApolloMD 5665 New Northside Dr Atlanta, Georgia
2/1/2019-present	Staff Anesthetist MAK Anesthesia Strategic Health Partners, LLC 1300 Ridenour Blvd. Suite 300 Kennesaw, Georgia, 30152

#### PRESENTATIONS

- 1982: The Effect of Positive End-Expiratory Pressure on Excessive Mediastinal Bleeding Following Cardiac Surgery: Society of Cardiovascular Anesthesiologists Annual Meeting, Washington, D. C. - May
- Cardiac Tamponade Guest Faculty Lecturer - New Horizons in Critical Care Nursing - Advanced Critical Care Nursing Workshop - Emory University School of Nursing, Atlanta, GA - May
- The Effect of Positive End-Expiratory Pressure on Excessive Mediastinal Bleeding Following Cardiac Surgery: American Association of Respiratory Therapists - Annual Meeting - Open Forum - New Orleans, LA - November
- 1983: Determination of an Efficacious Manner of Establishing Temporary Atrial Pacing in Patients Undergoing Cardiac Surgical Procedures: Society of Cardiovascular Anesthesiologists, San Diego, CA - April
- Nalbuphine Reversal of Postoperative Respiratory Depression from High Dose Narcotic Anesthesia: Society of Cardiovascular Anesthesiologists, San Diego, CA - April
- 1984: The Swan-Ganz Catheter: A One Year Retrospective Study: Society of Cardiovascular Anesthesiologists, Boston, MA - May
- The Swan-Ganz Catheter: A One Year Retrospective Study: American Society of Anesthesiologists, New Orleans, LA - October
- 1985: A New "No Touch" Technique for Reducing Contamination During Central Venous Accesses: 4th World Congress on Intensive and Critical Care Medicine, Jerusalem, Israel



Contamination Reduction During Central Venous Cannulation: Does it make a difference? Society of Cardiovascular Anesthesiologists, Phoenix, AZ - May

Contamination Reduction During Central Venous Cannulation: Does it make a difference? American Society of Anesthesiologists, San Francisco, CA - October

- 1986: Autotransfusion of Mediastinal Shed Blood after Cardiac Surgery: Alterations in Protein and Cellular Components of Blood. The annual meeting of the Society of Cardiovascular Anesthesiologists, Montreal, Canada - April

Autotransfusion of Mediastinal Shed Blood After Cardiac Surgery: Alteration of Proteins and Cellular Components of the Blood: New England Deaconess Hospital, Boston, Massachusetts - May

Autotransfusion of Mediastinal Shed Blood After Cardiac Surgery: Society of Cardiovascular Anesthesiologists, Munich, West Germany - September

Autotransfusion of Mediastinal Shed Blood After Cardiac Surgery: 7th European Congress of Anesthesiologists, Vienna, Austria - September

- 1987: Autotransfusion After Cardiac Surgery Using New Apparatus: Alteration in Blood and Proteins: 61st Congress of the International Anesthesia Research Society, Lake Buena Vista (Orlando), Florida - March

#### PRESENTATIONS (continued):

- 1988: Determination of the Degree of Systemic Absorption of Gentamicin from a Mediastinal Irrigating Solution. American College of Clinical Pharmacy Annual Meeting, Philadelphia, PA - July

Clinical Examination Does Not Predict Cardiac Output After Cardiac Surgery - American Society of Anesthesiologists, San Francisco, CA - October

- 1989: Magnesium and Postoperative Dysrhythmias in Patients after Cardiac Surgery: 11th Annual Meeting of the Society of Cardiovascular Anesthesiologists, Seattle, Washington - April

Magnesium and Postoperative Dysrhythmias in Patients after Cardiac Surgery: European Association of Cardiothoracic Anesthesiologists, Uppsala, Sweden - June

Magnesium and Postoperative Dysrhythmias in Patients after Cardiac Surgery: American Society of Anesthesiologists, New Orleans, LA - October

- 1990: Changes in Thyroid Hormones with Uneventful Coronary Artery Revascularization: European Association of Cardiothoracic Anesthesiologists, Budapest, Hungary - September

- 1991: X-Ray Interpretation in the Intensive Care Unit: The Critical Care Course, sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - July

- 1991: Chest X-Ray Interpretation in the Intensive Care Unit: Atlanta Association of Critical Care Nurses, Atlanta, Georgia - October



Chest X-rays and Faux Pas: The Anesthesiology Conference, sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - December

1992: X-Ray Interpretation in the Intensive Care Unit: The Critical Care Course, sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - July

1993: Intravenous Access: Advanced Cardiac Life Support Class, The Anesthesiology Conference, sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - January

X-Ray Interpretation in the Intensive Care Unit: The Critical Care Course: sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - July

Clinical Case Studies in Pharmacology, in the Intensive Care Unit: Third Annual Case Studies in Critical Care, Education Department at Piedmont Hospital, Atlanta, Georgia - August

1994: X-Ray Interpretation in the Intensive Care Unit: The Critical Care Course, sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - July

1996: X-Ray Interpretation Postoperatively: The Anesthesiology Conference, sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - January

Cardiac Tamponade: The Anesthesiology Conference, sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - May

1998: OHMEDA Pediatric Infant Warmer In-Service Part I (moderator): The Anesthesiology Conference, sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - March

#### PRESENTATIONS (continued):

1998: BIS Burn: Band-aids for Cure: The Anesthesiology Conference sponsored by Georgia Baptist Medical Center, Atlanta, Georgia - May

OHMEDA Pediatric Infant Warmer In-Service Part II (moderator): The Anesthesiology Conference sponsored by Georgia Baptist Medical Center, Atlanta Georgia - July

2000: Update on Revised Anesthesia Record: The Anesthesiology Conference sponsored by Atlanta Medical Center, Atlanta, Georgia - July

Anesthesia Charting Errors: Are They Costing You A Raise? The Anesthesiology Conference, sponsored by Atlanta Medical Center, Atlanta, Georgia - September

2001: Respiratory Therapy 101: An Update: The Anesthesiology Conference, sponsored by Atlanta Medical Center, Atlanta, Georgia - November

2002: Respiratory Therapy 101: The Anesthesiology Conference, sponsored by Atlanta Medical Center, Atlanta, Georgia - July

2004: Basic Life Support Update: The Anesthesiology Conference, sponsored by Atlanta Medical Center, Atlanta, Georgia - September



- 2006: The Cost of Doing Business: The Anesthesiology Conference, sponsored by Atlanta Medical Center, Atlanta, Georgia - September
- 2010: How to Start Your Day Off Right: The Anesthesiology Conference, sponsored by Tenet Healthcare Learning Services, Atlanta, Georgia - June 23, 2010
- 2012: Annual Review of Central Venous Access Lines: Placement and Care: The Anesthesiology Conference, sponsored by Tenet Healthcare Learning Services, Atlanta Medical Center, Atlanta, Georgia - February 8, 2012
- Video-Assisted Thoracic Sympathectomy: The Anesthesiology Conference, sponsored by Tenet Healthcare Learning Services, Atlanta Medical Center, Atlanta, Georgia - April 25, 2012
- Anesthesia Lite Lecture to Cath Lab and ICU nurses, Atlanta Medical Center, 8 Tower Conference Room, Atlanta, Georgia - September 19, 2012
- 2013: Simple Anesthesia: Local Standby Cases Lecture to O.R. Nursing Staff at Atlanta Medical Center, O.R. conference room, Atlanta, Georgia - January 9, 2013
- CPR Review: The Anesthesiology Conference, sponsored by Tenet Healthcare Learning Services, Atlanta Medical Center, Atlanta, Georgia - April 10, 2013
- 2015 Renal Disease and Urologic Surgery to First Year Students at Emory University Anesthesia Assistant School. Emory University Druid Hills Campus. February 17, 2015
- 2016 Renal Disease and Urologic Surgery to First Year Students at Emory University Anesthesia Assistant School. Emory University Druid Hills Campus. March 2016
- 2017 Trauma: to First Year Students at Emory University Anesthesia Assistant School. Emory University Druid Hills Campus. March 2017



**PUBLICATIONS**

1. Murphy DA, Finlayson DC, Craver JM, **Kopel ME**, and Tobia V: Effect of positive end expiratory pressure on excessive mediastinal bleeding after cardiac operations. *J Thorac Cardiovasc Surg* 85(6): 864-869, 1983.
2. Levy JH, Nagle D, Curling PE, Waller JL, **Kopel ME**, and Tobia V: A new "no touch" technique for reducing contamination during central venous access. Abstract to the Congress on Intensive and Critical Care Medicine, 1985.
3. Levy JH, Nagle D, Curling PE, Waller JL, **Kopel ME**, and Tobia V: Contamination reduction during central venous cannulation: Does it make a difference? *Anesthesiology* 63: A-122, 1985.
4. Michalik RE, Finlayson DC, **Kopel ME**, and Tobia V: Evaluation of techniques of epicardial atrial pacing after cardiac surgery. *Clin Prog Pac Electrophys* 3(2): 145-148, 1985.
5. Moldenhauer CC, Roach GW, Finlayson DC, Hug CC Jr, **Kopel ME**, Tobia V, and Kelly S: Nalbuphine antagonism of ventilatory depression following high-dose fentanyl anesthesia. *Anesthesiology* 62(5): 647-50, 1985.
6. Jaffe RS, Moldenhauer CC, Hug CC Jr, Finlayson DC, Tobia V, and **Kopel ME**: Nalbuphine antagonism of fentanyl-induced ventilatory depression: a randomized trial. *Anesthesiology* 68(2): 254-60, 1988.
7. Levy JH, Nagle DM, Curling PE, Waller JL, **Kopel ME**, and Tobia V: Contamination reduction during central venous cannulation. *Crit Care Med* 16(2): 165-7, 1988.
8. **Kopel ME**, Riemersma L, Finlayson DC, Tobia V, Jones EL, Hall RI, Mullins R, and Lampasona V: Gentamicin solution for mediastinal irrigation: systemic absorption, bactericidal activity and toxicity. *Ann Thorac Surg* 48(2): 228-31, 1989.
9. Schwieger IM, **Kopel ME**, and Finlayson DC: Magnesium and postoperative dysrhythmias in patients after cardiac surgery. *J Cardiothorac Anesth* 3(5 Suppl 1):18, Oct 1989.
10. Bailey JM, Levy JH, **Kopel ME**, Tobia V, and Grabenkort WR: Relationship between clinical evaluation of peripheral perfusion and global hemodynamics in adults after cardiac surgery. *Crit Care Med* 18(12): 1353-56, 1990.



**COMMUNITY SERVICE**

1989-1993	Board of Governors: Cameron Woods/Forrest Homeowners Association
1990-1995	Coach, West Gwinnett Youth Soccer
1990-1991	Coach, Duluth Youth Baseball
1991-1994	Manager, Wills Park Baseball
1993-1997	Cub Master, Cub Scout Pack 143
1994	Recreational Coach of the Year: West Gwinnett Youth Soccer
1995	Coach, Ocee Park Baseball
1995-present	Assistant Scoutmaster, Boy Scout Troop 2000
1998-6/07	Scoutmaster, Boy Scout Troop 2000
2007-present	Assistant District Commissioner Milton District - Boy Scouts of America
2007-2013	Advancement Chairman Milton District - Boy Scouts of America
2013-present	Atlanta Area Council Advancement Committee Coordinator for Special Awards---Heroism, Adams Award and Distinguished Eagle Scout Award, Eagle Issues Committee
2014-present	Advancement Chairman Northern Ridge District - Boy Scouts of America



## **PERSONAL DATA**

**MARK A. LAJOYE**

[REDACTED]  
Columbus, GA 31909

[REDACTED]  
[REDACTED]  
Marital Status: Married

[REDACTED]  
[REDACTED]  
[REDACTED]  
LinkedIn: <https://www.linkedin.com/pub/mark-lajoje/21/647/569>



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## **PROFESSIONAL SUMMARY**

- Law Enforcement Management Professional and Senior Military Veteran with a Top-Secret Security Clearance with 40 years of proven senior leadership experience in the United States Army, Alabama National Guard and Law Enforcement Agencies worldwide. Highly proficient in the use of firearms and operation of portable x-ray machines and robotic bomb platforms.
- Possess a comprehensive background in team leadership and training derived from conducting domestic and global Intelligence Operations in Korea, Panama, Iraq, and Afghanistan.
- Managed risk upon multiple lines to protect assets, property, and equipment valued over \$10M during Hurricane Katrina while exceeding the expectations of senior leadership.
- Possess extensive knowledge in classroom instruction, operations and instructional development.
- Recipient of multiple awards for outstanding performance and professionalism in the United States Army and National Guard Career supported by 39 years of, special operations, logistical/advisory planning, combat operational experience and formal senior leadership training.

## **EDUCATION**

Master of Law, Washington University, St. Louis, MO (Pending Enrollment)  
Bachelor of Science in Criminal Justice, Troy University, Fort Benning, GA  
Associate of Science in General Education, Troy University, Fort Benning, GA  
Basic Law Enforcement Officer Certification, Regional Police Academy, Columbus, GA  
Basic and Advanced SWAT Courses, Forsyth, GA  
FBI Bomb Squad Technician Course, Red Stone Arsenal, Huntsville, AL  
Basic and Advanced Behavioral Profiling Course, Forsyth, GA  
National Incident Management System Course, (NIMS)  
Executive Protection Course, Forsyth, GA  
NRA Firearms Instructor  
NRA Range Master

## **PROFESSIONAL EXPERIENCE**

### **ADVANCIA TECHNOLOGIES**

**Apr 2019-Oct 2019**

#### **Advanced Situational Awareness Team Lead**

- Manage and direct the daily execution of contract requirements to assure that cost, schedules and performance goals are met. While representing Company's interests, assured that all government regulatory guidance is adhered to.



- Attend all meetings with the government contract customers.
- Actively seek new business opportunities in coordination with Business Development.
- Represent management at program reviews, meetings, seminars, etc.
- Ensured that training was delivered in a manner consistent with Program of Instruction (POI) and Training Support Packets (TSP's) approved and certified.

## **PARAMOUNT SOLUTIONS & GLOBAL SERVICES**

**Apr 2018-Dec 2018**

### **Alternate Program Manager**

- Manage and direct the daily execution of contract requirements to assure that cost, schedules and performance goals are met.
- Lead all meetings and the integrated product team (kick-off through project close).
- Actively seek new business opportunities in coordination with Business Development.
- Represent management at program reviews, meetings, seminars, etc.
- Prepare for and participate in contract/subcontract negotiations. While representing Company's interests, assure that all government regulatory guidance is adhered to.
- Develop and implement plans and schedules to execute contracts/subcontracts. Allocate and control contract budgets for labor, material, travel and purchased services. Report program status to senior management monthly.
- Formally identify, assess, monitor and mitigate risk throughout the program life cycle. Obtains management approval prior to making decisions that will cause deterioration of established program, cost and schedule objectives.
- Develop and implement corrective action plans when deviations from budgets and/or schedules are evident. Seek senior management assistance in resolving schedule and budget problems as they arise.
- Perform variance analysis of schedule and cost on a formal and informal basis and present them to senior management (i.e. earned value management system).
- Serve as the primary interface with the customer on all matters involving contract execution. Coordinate with other departments on resolution of contractual problems with the customer.
- Coordinate with Contract Manager on issues pertaining to contract requirements, changes, and interpretations.
- Assure that conduct of contract requirements is executed in accordance with appropriate regulations and Company policies and procedures (i.e.: federal acquisition regulations).
- Provide leadership to program team. Assures communication and cooperation among team members and resolves areas of conflict.
- Assure a timely closeout of completed programs to ensure that all obligations are satisfied, and program documentation is properly recorded.
- Support, communicate, reinforce and defend the mission, values and culture of the organization.

## **ANNISTON ARMY MUNITIONS DEPOT**

**June 2017-May 2018**

### **Operations Sergeant**

- Provided professional and expert advice to the Commander on operations, planning and execution of critical tasks to the movement of ammunition and explosives.
- Conducted daily analysis and assessment of information to ensure reports that impact activities are completed and on time.
- Averted near-daily scheduling crisis, drove project milestones, and revised reporting instructions leveraging Joint Munitions Command priorities.

## **YORKTOWN SYSTEMS GROUP – Fort Benning, GA**

**May 2014 – Apr 2015**

### **Team Lead / Instructor for Advanced Situational Awareness Course**

- Directed the leadership, discipline, training, morale, safety, and welfare of 6 Civilian Contractors.



- Ensured that training was delivered in a manner consistent with Program of Instruction (POI) and Training Support Packets (TSP's) approved and certified
- Managed course delivery and timelines; supported instructional session/activity by providing subject matter expertise that supported the curriculum.
- Supported the military lead/military personnel by assisting the validation of the training site and construction of (ranges and classrooms).
- Trained Officer Basic, Sniper, Infantry Leader Courses and Federal Law Enforcement Agencies.

#### **ALABAMA NATIONAL GUARD – Fort McClellan, AL**

**Jan 2014 – Mar 2014**

##### **Instructor / Writer for Officer Candidate School**

- Quality Control/ Quality Assurance for Instructors and over 150 students; developed, implemented, and monitored training programs within the company.
- Supervised technical training for the staff; prepared and implemented training budgets.
- Planned, implemented and facilitated activities and events, ensured operations were managed within budget.

#### **EAGLE SYSTEMS & SERVICES – Fort Benning, GA**

**Apr 2012 – Jan 2013**

##### **Instructor / Writer for Advanced Leaders Course**

- Coached, taught, and mentored over 192 students during 12 separate courses with a 0% attrition rate.
- Developed and implemented a plan to allow the Advanced Leaders Course to change from a PowerPoint taught POI to more hands-on training as directed by Training and Doctrine Command (TRADOC).
- Coordinated and synchronized logistical and administrative support among numerous federal support agencies to facilitate student training.

#### **AMERICAN INTERNATIONAL MARKSMANSHIP ACADEMY – Blakely, GA**

**Jan 2011 – Dec 2011**

##### **Director of Law Enforcement Training/ Lesson Plan Manager**

- Quality Control/ Quality Assurance for 10 Instructors and over 500 students; developed, implemented, staffed and monitored training programs within the company.
- Supervised technical training for the staff; prepared and implemented training budgets.
- Planned, implemented and facilitated activities and events, ensured operations were managed within budget.

#### **OMEGA TRAINING GROUP – Columbus, GA**

**Nov 2005 – Nov 2009**

##### **Team Lead / Writer / Analyst / Instructor**

- Assessed training requirements, identified and evaluated training alternatives, developed training materials to include a variety of training approaches: traditional classroom programmed learning, hands-on, simulation, video, audio, and computer aided training. Knowledgeable and experienced in the formulation and execution of organizational training programs
- Executed New Equipment Training (NET) in concert with fielding activities worldwide including hostile fire zones.
- Worked and developed training for Drivers Vision Enhancer (DVE), Long Range Scout Surveillance System (LRAS) Land Warrior Project and various small weapons projects.

#### **COLUMBUS POLICE DEPARTMENT – Columbus, GA**

**Sept 1992 – Nov 2005**

##### **Police Officer / SWAT / Bomb Squad Technician**

- Applied state laws firmly, courteously and tactfully with respect for the rights of others.
- Performed missions involving hostage rescue, barricaded subjects, undercover operations, high-risk arrests, intelligence reconnaissance surveillance operations and hazardous chemical remediation missions.
- Aided during major cases, special events, and federal, state, and local training events.



- Prevented and effectively responded to the criminal use of hazardous devices, explosives and weapons of mass destruction (WMD) and performed comprehensive criminal investigations.
- Provided protection for several high-level government officials.

### **PROFESSIONAL MILITARY EDUCATION**

Active Shooter & Advanced SWAT Operations Courses  
 Special Operations, Operational Planning Course  
 Special Operations Component Command Staff Course  
 Senior Leaders Course (SLC)  
 Army Basic Instructors Course (ABIC)  
 Small Group Instructor/ Tactics Techniques Procedures  
 Advanced Situational Awareness Instructor Course (ASA)  
 Counter Improvised Explosive Device Instructor Course (CIED)  
 Army Intelligence Analyst Course  
 Operation Security Managers Course (OPSEC)  
 Experienced w/Intelligence, Surveillance and Reconnaissance Planning  
 Tactical Combat Casualty Course (TCC)

### **PROFESSIONAL AFFILIATIONS**

Muscogee County Republican Party  
 National Rifle Association  
 Blue Knights International Motorcycle Organization



**Mark A. Lucas**  
[REDACTED]  
**Cochran, GA. 31014**  
[REDACTED]

**Page 1 of 2**

**SALARY REQUIREMENT**

**\$9.75 Per Hour**

**EDUCATION**

Central Baptist Christian School, Baton Rouge, LA. Graduated May 1982.

Burns Training facility, St. Francisville, LA. Graduated, September 1984

**EXPERIENCE**

**Comfort Suite of Warner Robins**

**Best Western Inn & Suite 11178**

**Best Western Inn & Suite 11133**

**Front Desk Clerk \$8.85 hour**

Checking in customers, imputing reservations, collecting cash or credit cards, handle problems and finding solutions for customers. Being professional at all times, customer care. Making Keys for Rooms. Making sure Paperwork is correct and Billing for Customers.

**01/01/2018 to Present – owner Ashwin Patel**

**02/14/2017 to 12/30/2017 – owner Ashwin Patel**

**01/15/2013 to 02/12/2017 - owner Adam Patel**

**Middle Georgia Wilderness Institute; 2009 changed name to AMIKIDS MIDDLE GEORGIA**

**Night Supervisor \$10.50 hour**

Trained in but not limited to: Responsible for the direct supervision, safety, and accountability of Students during the shift at MGWI. Communicate with both evening and day shifts, incidents, and behavioral logs, contact management directly of any problems, prevent and intervene in student altercations and incidents and physically restrain students if necessary in accordance with AMI policy, develop and practice emergency procedures to include fire, student altercation and runaway, injury, Basic First Aid and CPR certification, Crisis Intervention, and Gang Awareness. Scheduling, Training and Supervision of 6 Employees,.

**01/25/1997 to 01/11/2013 – company closed down Phone 478-934-0901 - Executive Director – Beth Manning**

**Discount Auto Store #497**

**Team Leader / Assistance Manager \$9.59 hour**

Opening and Closing the Store, Supervision of Employees, Making up Working Schedule. Ordering Parts, Customer Service

**05/05/1999 to 02/14/2000 – Advance Auto purchased Discount Auto - Store Manager – John Crowe**

**Cracker Barrel - Store 13 & Circle K - Store 8043 & 2878**

**Cashier & Assistant Manager \$7.75 hour**

Customer Service, Running Cash Register, Stocking, Phone Operator, Customer Relations, Inspection of Groceries for damage and completeness, Computer data entry, Customer receipts, Assistance Manager Training

**07/17/1994 to 03/26/1996 - Moved To Georgia**

**H&R Block - Quality Control**

**PC-Write/TPS Person and Computer Maintenance \$7.00 hour**

Receive electronic disk of taxes, print out electronic taxes using a HP LaserJet IIISi Printer, Computer Data Entry, Using 4 PC-Computers, Computer Maintenance

**01/14/1993 to 03/26/1996 - Moved To Georgia**

**Burns International Security Services - Nuclear Branch**

**Senior Access Control - Armed Nuclear Security Officer ( Rank NSO 8 ) \$15.35 hour**

Included but not limited to: Armed Security for RiverBend Nuclear Power Plant as per State and Federal requirements in 10 Code Federal Regulations Part 55, handgun & AR-15 Safety training, Shoot don't shoot, Points of Law, Traffic/Crowd Control, Bomb/Explosive Search, Personnel/Crowd/Vehicle Search, Radiation and Health procedures, and other Nuclear, Radiation, Search and Security Measures. Testing Alarms, Computer Data Entry, Computer System Operator, Dispatcher, Fire Watch, Basic First Aid & Adult CPR, Phone Operator

**09/04/1984 to 09/30/1992 - Reduction in Force due to lost of contract**



## **Mark A. Lucas**

**Page 2 of 2**

### **Baker Auto-Body Shop**

#### **Assistant Manager**

Oversee 3 Employees, Customer Relations, Reconciliation of Customer and Vendor receipts, Wrecker Driver for L.S.U. Parts order and pick ups, Bank withdrawal/deposits.

**02-20/1984 to 09/03/1984** - Owner Sold Business after lost of LSU Contract

### **Lowe's Home Center - Store #218**

#### **Receiving Manager**

Training and supervision of 5 employees, overseeing loading and unloading, inspection of all cargo for damage and completeness, computer data entry of received and shipped cargo, general duties as needed.

**06/18/1982 to 02/18/1984** - Store Closed

### **Baker Mobil And Baker Gulf Service Stations.**

#### **Assistant Manager**

Reconciliation of customer and vendor receipts, customer relations, minor mechanic work, tire repair, general duties as needed.

**02/05/1978 to 06/15/1982** - Owner Sold Business



## MARQUETTE J. BROWN

[REDACTED] Smyrna, GA 30082

### OBJECTIVE

To obtain student advisement/instruction employment in K-12 or Higher Educational system; Georgia Senate Seat.

### CAREER HIGHLIGHTS

- 20 years of outstanding performance in as a chemist (public and private industry) and as an administrator at the college/university level
- Mentor Facilitator: 7-Habits of Highly Effective People/Teens/College Students
- Mentored over 250 professionals/college students in leadership roles
- **GACE Mathematics Content Exam (013) – Score 263 – March 2014**

### EMPLOYMENT EXPERIENCE

- Clayton County Public Schools (Forest Park High School)** August 2016-May 26, 2017
- **Advanced Mathematical Decision Making (AMDM) Teacher –**  
The course gives students further experiences with statistical information and summaries, methods of designing and conducting statistical studies, an opportunity to analyze various voting processes, modeling of data, basic financial decisions, and use network models for making informed decisions. Second semester includes trigonometry, money management, borrowing, earning power, investing, financial services and insurance. Course Prerequisites: **CCGPS Coordinate Algebra, Analytic Geometry, and Advanced Algebra.**
- Clayton County Public Schools** March 2015-Present
- **Substitute Teacher**
- Pointe South Middle School** July 2014-October 2014
- **Middle School Math teacher**
- Georgia Teaching Fellow - TNTP** December 2013-October 2015
- **Middle School Math teacher trainee**
- Prospect Research and Development Coordinator** September 2011- May 2014  
Brenau University, Gainesville, GA
- Provides private/public support for the University's fundraising efforts and support fundraising strategies and objectives from all constituent groups
  - Coordinates prospect and alumni research and tracking with emphasis on establishing improved and more effective action tracks; updates research and donor databases as needed
- Prospect Researcher** August 2008 – June 2011  
Life University, Marietta, GA
- Managed, verified and extrapolated data into comprehensive reports on major gift and campaign donors and prospects (individuals, corporations, and foundations); computerized prospect management system.
  - Reviews journals and periodicals for new prospects as well as information pertinent to current prospects, donors, trends, philanthropy, and education; improves and contributes to donor's files.
- Program Administrative Coordinator** April 2006-August 2008  
Mount Paran Church of God, Atlanta, GA
- Coordinated/manages departmental events, schedules and calendar; managed budget
  - Coordinated services and duties of WomanLife Board Members
- Room Service Supervisor** June 2005-April 2006  
Piedmont Hospital, Atlanta GA
- Insured quality customer service throughout the Room Service program, training Room Service Representatives/Call Center staff; analyzed, designed training programs in Customer Service and 7-Habits
  - Created initiatives and best practices guidelines that support successful outcomes of the Room Service program; maintained Patient Information functions related to nutrition
- Director of the Office of Science, Engineering & Technical Careers** Sept 1995-Jan 2005  
Spelman College, Atlanta GA
- Provided career enrichment activities and counseling to enhance student preparation for graduate school; maintained a repository of information on science, mathematics, computer science and engineering careers, graduate schools, internships, academic scholarships, graduate fellowships, employment opportunities and trends in the job marketing



## MARQUETTE J. BROWN

[REDACTED] Smyrna, GA 30082  
[REDACTED]

- Co-sponsored visits of graduate school faculty and staff, corporate and research and development recruiters, develop research experiences and internships on-campus for undergraduates including proposal writing to fund such research; GRE Prep Course administration

### Laboratory Manager, Analytical Lab

Sept 1991-Jan 1994

Albany Water, Gas and Light Commission, Albany GA

- Managed laboratory activities and functions of the WG&L analytical facility for water, wastewater, soil, oil, sludge and varied miscellaneous analyses insuring rapid sample turnaround with highest degree of analytical accuracy and precision- 5 preparation and review of all applicable State and Federal regulations (SW 846, RCRA, NPDES, CERCLA)
- Reviewed and compiled data for compliance, accuracy and regulatory reporting
- Evaluated and monitored of quality control, safety, lab waste management, equipment maintenance, equipment replacement and inventory control programs

### Acting Area Manager/QA Supervisor/Chemist/PQCA Analyst

Feb 1982-June 1989

Miller Brewing Company, Albany GA

- Managed Packaging and Product Quality Assurance area during interim period, interacting with plant and corporate managers for problem investigation and resolution
- PQA department representative for daily/weekly staff meetings; department liaison for consumer and distributor complaints
- Supervised QA lab that monitors and analyzes the quality of beer/wine, incoming materials, the production process and the finished goods, working with customer departments in-house to develop continuous improvement plans and to implement the total quality approach; coordinated services for multiple laboratory staff

### Analyst/Chemist/Microbiologist

July 1971-Jan 1982

City of Atlanta Water Department (Chattahoochee & Hemphill Systems)

## YOUTH-RELATED EXPERIENCE

### Tutors

2005-2008

In-Home Tutors, Inc., Metro Atlanta (Multiple counties)

- In math, SAT/GRE prep, geometry, algebra, chemistry and all fifth grade course materials (sciences, math, social sciences, English grammar and literature)
- Developed tutoring regimen for students who struggled in school

### Facilitator, 7-Habits of Highly Effective People/Teens/College Student

Franklin Covey Inc., Atlanta/Alpharetta

2002-Present

- Mentor Facilitator Certified 7-Habits of Highly Effective College Students – 2004

### Speaker

1998-Present

- M. Brown, "Priority 2002: Empowering Ugandan Girls and Women to Pursue Education in Science, Mathematics and Engineering", SARAH NTIRO LECTURE & AWARD, Kampala, Uganda, February-March, 2002
- M. Brown, "The Mangosuthu Technikon Bridging Program," Workshop on Bridging at Mangosuthu Technikon, April 2-6, 2001 Durban, South Africa.
- M. Brown, "Encouraging, Women and Disadvantaged Groups in Science, Engineering and Technical Profession," Science & Society '98 Conference Plenary on Global Perspective, November 23-25, 1998, Pretoria, South Africa.

## EDUCATION

### Beacon University/Christian Life School of Theology

February 1993/1994

Albany/Columbus, GA

Master of Arts in Theology - 2/1994, Bachelor of Arts in Theology – 2/1993

### Emory University

June 1971

Atlanta, Georgia US

Bachelor of Arts in Chemistry

## AFFILIATIONS

Association of Professional Researchers for Advancement; Council for Advancement and Support of Education.



# Scott Bell

Kennesaw, GA 30152

<https://www.linkedin.com/in/scott-bell-9a156558>

## **Experienced & Proven Professional**

Driven, results-oriented professional with 23 years of sales, marketing and management experience. Committed team player with a successful track record of revenue and profit growth. Proven ability to consistently meet aggressive growth objectives. strong leadership, decision-making, communication and interpersonal skills.

Business Development ♦ Competitive Analysis ♦ Sales Forecasting ♦ Team Building  
Training ♦ Strategic Market Planning ♦ Solution-Based Selling ♦ Trend Analysis  
Direct Marketing ♦ Product Development ♦ Project Management ♦ Negotiations

## **Work Experience**

### **Vice President of Training/Sterling University | The Sterling Group | December 2014 – August 2019**

In-store training and development of dealership personnel to increase profit, customer service, compliance and other key performance indicators. Service and maintain relationships with dealer principals while increasing sales and finance opportunities.

### **Sales Manager | Nalley Volkswagen of Alpharetta | March 2014 – August 2014**

Lead team of sales and business managers to reach monthly goals. Managed inventory, accessories and schedules.

### **Sales Manager/Finance |Subaru of Kennesaw |August 2013 – March 2014**

Revamped dealership F&I procedures and practices. Increased sales, profits and compliance standards.

### **Director of Internet |Limbaugh Toyota |November 2012 – July 2013**

Implemented processes which increased sales and profits over a team of 25 employees. Maintained departmental budgets; negotiated vendor contracts; Tracked and reported month over month increases.

### **Business Manager |Tuscaloosa Toyota |August 1996 – September 2012**

Excelled in sales, sales management and F&I in the state's highest volume Toyota dealership.

## **Certifications & Awards**

**JM&A** - Skills for the Business Manager

**JM&A** – F.I.L.E.S Certified (Finance & Insurance Legal and Ethical Standards)

**SafeGuard Products** – Advanced Menu Selling



# Maya Mikelson

Austin, TX 78703

**Objective**      **Motivated individual, passionate about improving our community and country seeks an opportunity to learn, to apply knowledge, and to impact the political process.**

## Social Activism and Volunteer Experience

- Social Media Coordinator for Travis County Precinct 251, 2017-present
- Texting for Beto O'Rourke (D), 2018 US Senate (TX)
- Phone banking for Conor Lamb (D), 2018 House of Representatives Primary (PA-18)
- Participated in the Austin-area National School Walkout on April 20, 2018
- Phone banking for Marie Newman (D), 2018 House of Representatives Primary (IL-3)
- Participated in the Women's March on January 20, 2018 in Washington, DC
- Phone banking for Doug Jones (D), 2017 US Senate (AL)
- Phone banking for Rob Quist (D), 2017 House of Representatives (MT-AL)
- Phone banking for Jon Ossoff (D), 2017 House of Representatives (GA-6)
- 200+ calls for Hillary Clinton (D), 2016 US Presidential Candidate

## Education

The Liberal Arts and Sciences Academy, Austin, TX

Class of 2021

Major Courses:

- Calculus BC
- AP Computer Science
- AP World History
- Pre-AP Biology, Chemistry
- Chinese III
- Pre-AP English

## Skills

- Excellent communication skills
- Extreme attention to detail
- Perseverance and hardworking
- Mandarin – Beginning Level

## Activities and Interests

- Voracious reader of and active participant in political discourse      Ongoing
- POLSC101: Introduction to Political Science, online course      Fall 2017
- Varsity Policy Debate Team      2015 – current
- MathCounts      2014 – 2017



# Michael D. Deming Jr.

[www.linkedin.com/in/michael-deming-jr](http://www.linkedin.com/in/michael-deming-jr)

## EDUCATION

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**Mercer University, Stetson School of Business and Economics** **Atlanta, Georgia**  
*Master of Business Administration* May 2018

**Clemson University, College of Business** **Clemson, South Carolina**  
*Bachelor of Science in Marketing* May 2010  
*Bachelor of Science in Management* December 2009

- **Concentration:** Entrepreneurship
- **Minor:** Legal Studies

## WORK & LEADERSHIP EXPERIENCE

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**Escrow Books, Inc.** **Atlanta, Georgia**  
*President* May 2018 - Present

- Built client base of 16 firms using ad campaigns and traditional channels (phone/email/in-person)
- Track leads and manage sales funnel using HubSpot CRM
- Negotiate contract terms
- Introduce and average of 38% operational cost efficiency to accounting, marketing, and operational functions at small law firms
- Develop and test marketing plans for customer acquisition and retention

**Maxie Price RV** **Loganville, Georgia**  
*Sales Professional* April 2019 - Present

- Made significant contribution to store's revenue by selling up to \$180,000 each month
- Exceed monthly sales goals and maintain high gross margin in each unit
- Negotiate sales price, payment rates, terms of sales, and service agreements
- Collaborate with the service department to ensure the customers' needs are met and exceeded
- Track leads and manage sales funnel using SalesWork with CRM software to continue to develop and progress sales with customers

**Deming, Parker, Hoffman, Campbell, and Daly, LLC** **Norcross, Georgia**  
*Controller* May 2010-August 2017

- Managed all firm financial aspects including multiple bank accounts with over \$50MM cash flow
- Maintained HR and payroll responsibilities for over 120 employees
- Identified, proposed, and executed transition from a PEO to a non-PEO managed firm
- Supervised and ensured all payroll functions, benefits, workers compensation, State Unemployment Taxes, and State Income Taxes for employees in 4 states were accounted for
- Ran and analyzed reports monthly interpreting data to determine the financial health of the firm and presented strategies to improve the business
- Managed a team of three employees to ensure that all deposits were applied properly, A/P entered and promptly sent, all checks are correctly cut, and that the firm ran smoothly day to day
- Forecasted annual and monthly sales to identify employment needs and create an accurate budget
- Reconciled bank accounts monthly

## VOLUNTEER WORK & ACCOMPLISHMENTS

---

**Cub Scout Leader (Trained)** August 2018-Present

- Organize meetings and activities for 12 scouts of various ranks and ages
- Keep parents informed on important information related to their scouts activities and scouting
- Teach requirements and maintain highly detailed record of all requirements met by each scout

**Eagle Scout** October 2004



## **Michael Jowers**

██████████ St. Mary's Georgia 31558 ██████████  
██████████

### **Work Experience**

#### **Logistics Contractor – 2014 – Present** Currently contracted to Schneider National

- Providing Information Technology Support to one of the largest Commercial Trucking companies in North America by installing next generation computer/GPS systems in truck and trailers. Secondarily tasked to provide field testing by driving the trucks to various customers to interact with drivers and companies to ensure the entire logistics process is seamless.
- Awarded employee of the month three times.

#### **US Army – January 2003 – November 2014** Ft. Bragg, North Carolina

- 25B Information Technology Expert Combat Communications
- Four combat, forward operating deployments to Iraq and Afghanistan in command of up to 31 soldiers providing close air support, computer hardware, software, telephone and satcom installation and maintenance with a 98% reliability rating.
- Provide personal security for several high-ranking military personnel and dignitaries in Kuwait and Afghanistan to include Vice-President Dick Cheney, General Brown, General McChrystal, Senators John McCain and Saxby Chambliss.
- Extensive foreign policy experience.
- Awarded several combat medals. Soldier of the quarter twice. Soldier of the year. NCO of the quarter twice.

#### **Georgia Police Officer – December 2010 – August 2011** Uniformed Police Officer, Albany, GA

- Conducting criminal, motor vehicle and other investigations by securing areas, gathering and preserving evidence, interviewing complainants, victims, witnesses and others involved, taking field notes, collecting photographs, finger prints, affidavits, etc. Prepare affidavits, reports and court cases and present testimony in court for the above. Patrol specific districts on foot or in a police vehicle. Assist in investigating suspicious activities and persons; make arrests for violations of federal and state laws and city ordinances.

#### **Jowers Construction Company Vice-President/Owner** June 1995 – May 2019

- General Contractor of a residential and small commercial construction company.

### **Political Experience**

#### **Grassroots Organizer – Congressman Jack Kingston 2010**

- Co-chair fundraising manager
- Organizing meet and greet sessions, rallies and press release information

#### **VFW and Wounded Warrior Project Representative- 2012-2014**

- Representing various veterans groups by speaking and lobbying in Washington D.C. and Atlanta GA



## **Michael Jowers**

██████████ St. Mary's Georgia 31558 ██████████  
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### **Veterans for Trump Campaign Organizer – 2015-2016**

- Assistant Manager of Regional Headquarters in Southwest Georgia. Worked on opposition research activities of Ted Cruz, Hillary Clinton and Bernie Sanders.

### **Research/ Communication Specialist- Brian Kemp for Governor Campaign 2018**

- Provided background research and information on Stacy Abrams

## **ACTIVITIES AND ASSOCIATIONS**

**Member.** Coffee County Georgia Republicans Group. VFW Albany Georgia, American Legion Kingsland Georgia. Christ Church Camden Georgia.

**Former Member.** Leesburg GA Chamber of Commerce and Homebuilders Association of Georgia.

## **EDUCATION**

**Troy University.** Troy University Extension Ft. Bragg, North Carolina. Bachelor - Criminal Justice June 2008

**Community College of the Air Force.** Offutt AFB, Nebraska Associates of Applied Science – Information Technology December 2003



# MICHAEL SCOTT KREHER

██████████ Newnan, GA 30265 ██████████  
██

A 26-year veteran of one the largest nationally accredited law enforcement agencies in the United States. A Deputy Chief familiar with all aspects of criminal investigations, patrol and administrative police functions. Advanced rapidly through positions of increasing responsibility in both the Field Operations and Criminal Investigations Divisions. A problem solver experienced in working high profile cases and meeting deadlines. Proven ability to delegate authority and deploy manpower to meet goals. An articulate and honest law enforcement supervisor that leads by example and earns respect from all ranks. Ready to lead the State of Georgia as a United States Senator while partnering with communities and their local leaders to provide sensible, affordable services to communities throughout Georgia. Someone with strong leadership skills to ensure Georgia is represented in the United States Senate, mirroring Senator Johnny Isakson's dedication to duty for all Georgia citizens.

## EXPERIENCE

### **Deputy Chief, Atlanta Police Department, 1993 – Present**

The City of Atlanta has over five hundred thousand full-time residents, with the population swelling to over one million during a work day and sometimes higher during weekends. Our police department is the largest, CALEA accredited agency in the southeast with over two thousand authorized sworn positions and over 400 non-sworn positions.

### **Support Services Division (SSD) Commander, 2019-Present**

*Citywide/Deputy Chief*

- Responsible for the Atlanta Police Department's FY2019/20 annual operating budget of over 200 million dollars under the Corporate Services Section. The section also includes the Procurement and Grants Management units.
- Instrumental in advocating and implementing a historical pay raise for employees resulting in an average 25 percent pay raise.
- Responsible for the Atlanta Police Department's E911 Center that handles over 1 million calls for service annually and spearheading a new Computer Aided Dispatch (CAD) and Reports Management system project costing over 10 million dollars.
- Responsible for the Atlanta Police Department's Police Academy. The academy trains and prepares over 200 police officer candidates annually and is responsible for annual in-service training for all 2500 sworn and civilian employees.
- Increased hiring sworn officers 68 percent as of July 2019 from 2018.
- Responsible for the Atlanta Police Department's Personnel Section that includes recruiting and hiring new sworn and civilian employees. The Section is also responsible for the department's payroll, personnel files and all other personnel matters.
- Responsible for the Atlanta Police Department's Information Services Section that include the Property Control and Fleet units, Crime Scene Inspectors and the Crime Lab.



## **Contingency Operations Division (COD) Commander, 2017-2019**

### *Citywide/Deputy Chief*

- Created this division for researching, developing, budgeting, planning and implementing a strategic force for all major events in the City of Atlanta. This includes parades, protests, marches, rallies, large gathering permits, sporting and entertainment venues. The Division's responsibility is to ensure everyone involved in the event is safe and all constitutional guarantees are provided to those involved.
- Planned and implemented the overall Public Safety Plan for Super Bowl LIII; Partnering with Federal, State and Local law enforcement officials to ensure a safe and successful event for over one million visitors over a ten-day event. Supervised over three thousand Public Safety officers from over forty jurisdictions with an overall budget of twelve million dollars.
- Planned, budgeted and implemented over 25 major events in 2018/19 with successful conclusions utilizing all sworn staff within APD and partnering agencies.
- Responsible for the overall Public Safety Plan and budget for the 2020 NCAA Final Four Basketball Championship games; Partnering with Federal, State and Local law enforcement officials to ensure a safe and successful event for seven hundred thousand visitors over a six-day event.
- Responsible for the planning, budgeting and execution of the five-day College Football Championship game event in January 2018 without any significant incidents.
- Responsible for representing the police department during monthly Public Safety and Finance Committee meetings with council committee members to present on any police department legislation or concerns by council members and the administration.

## **Zone Commander / 5th Precinct, 2015-2017**

### *Downtown Atlanta-6.7square miles/Major*

- Commanded the largest precinct in the city, responsible for 1 Captain, 7 Lieutenant Commanders, 23 Sergeants, 12 Investigators, 180 officers and 3 civilian support staff while creating the annual budget and overseeing disciplinary hearings with the union.
- Winner of the Atlanta Police Department's Crime Reduction Award for 2016 with an 11 percent reduction in crime utilizing 21<sup>st</sup> Century policing strategies and Procedural Justice models.
- Coordinated the implementation of the newly created Atlanta/Fulton County Pre-Arrest Diversion Program downtown to keep our most vulnerable population out of jail for minor offenses while providing housing, job placement, substance abuse counselling and mental health services.
- Partnered with the Chief of Police at Georgia State University and Georgia Tech to reduce crime around their campuses with student populations over eighty thousand combined.
- Created a Midtown Powershift, Bike and Foot patrol for 2016 that resulted in a 35 percent reduction in crime in Midtown neighborhoods with diverse community partnerships.
- Created a Greyhound Bus Station detail that utilized a combination of Community Oriented, Problem Oriented and Hot Spot Policing models that reduced pedestrian robberies to its lowest levels in 8 years.
- Initiated Segway patrol areas in partnership with private donors to reduce crime throughout several business districts. This initiative allowed officers to get out of patrol cars and interact with the public face-to-face.



### **Assistant Zone Commander / 4th Precinct, 2013-2015**

*S.W. Atlanta-35.18 square miles/Captain*

- Second in Command of the second largest precinct in the city, responsible for 5 Lieutenant Commanders, 15 Sergeants, 12 Investigators, 150 officers and 4 civilian support staff.
- Responsible for the daily activities of the precinct, to include operations, budget, personnel, discipline, fleet and maintenance.
- Managed all watches to ensure crime reduction plan is implemented as directed.
- Implemented crime fighting initiatives to reduce crime using resources available internally and externally.
- Responded to all community concerns and attends monthly Neighborhood Planning Unit and Community meetings.
- Attended weekly COMSTAT meeting to address crime trends citywide and within precinct boundaries.

### **Night Watch Commander, 2013**

*Citywide/Captain*

- Senior Manager responsible for all operations city-wide during the hours of 2200-0600 for over 300 uniformed officers and specialty units.
- Supervised all significant incidents throughout the city to ensure resources were available to responding units.
- Responded to all six precincts nightly to inspect the worksites and provide assistance if needed to Watch commanders and Field supervisors.

### **Vice Unit Commander, 2011-2013**

*Citywide/Lieutenant Commander*

### **Watch Commander / 4th Precinct, 2009-2011**

*S.W. Atlanta-35.18 square miles/Lieutenant Commander*

### **Mobile Precinct Supervisor / 3<sup>rd</sup> Precinct, 2007-2009**

*S.E. Atlanta-18.66 square miles/Sergeant*

### **Unit Supervisor / Fugitive Unit, 2005 - 2007**

*Major Felon Fugitive Apprehension / City and State wide/Sergeant*

### **Unit Supervisor / Zone 1 Investigations, 2004-2005**

*N.W. Atlanta-18.65 square miles/Sergeant*

### **Unit Supervisor / Zone 5 Investigations, 2004**

*Downtown Atlanta-8.23 square miles/Sergeant*

### **Robbery Unit Supervisor, 2002-2004**

*Citywide/Sergeant*

### **Mobile Precinct Supervisor / Zone 5<sup>th</sup> Precinct, 2001-2002**

*Downtown Atlanta-8.23 square miles/Sergeant*



### **Detective / Major Fraud Unit, 1999-2001**

*City wide/Investigator*

### **Field Investigations Team Officer / 2<sup>nd</sup> Precinct, 1997-1999**

*North Atlanta-34.11 square miles/Officer*

### **Red Dog Unit Police Officer / SOS Division, 1997**

*City wide/Officer*

### **Police Officer / 3<sup>rd</sup> Precinct, 1993-1997**

*S.E. Atlanta-18.66 square miles/Officer*

### **Military Service**

- United States Navy, Honorable Discharge, 1986-1990

### **Additional Employment**

- Current Part Time Instructor for Georgia State University in the Andrew Young School of Policy Studies/Criminal Justice Department.
- Winner of the Judge Andrew Mickle Outstanding Instructor Award for 2018 at Georgia State University.

## **EDUCATION**

- Master of Science, Criminal Justice, University of Cincinnati, 2007
- Bachelor of Science, Criminal Justice, Georgia State University, 1992
- Northwestern University School of Police Staff and Command, Class 312, May, 2011
- POST Certified Instructor, July, 2013
- PERF SMIP Session 58, July, 2014
- Atlanta Police Leadership Institute Tier 4, May, 2014
- 429<sup>th</sup> GILEE Israeli Police Professional Education Series, May, 2017
- Atlanta Police Leadership Institute Tier 5, May, 2018
- Major Cities Chiefs Association PELI VI Class, March 2019

## **PROFESSIONAL MEMBERSHIPS**

- International Association of Chiefs of Police (IACP)
- Major City Chiefs Association (MCCA)
- Police Executive Research Forum (PERF)
- Georgia Association of Chiefs of Police (GACP)



# Michael J. Nagy

**[Public/Private Sector] SR. MANAGER. "Connective" COMMUNICATOR-LEADER. Big-Picture VISIONARY. With SKILLS, TRACK RECORD for DECISION-MAKING, STRATEGIZING, GETTING THINGS DONE! \*\*EXPERIENCE: City-County Management, Government Relations \* P3 Projects, Permits \* Biz Development, Relationship Building \* Utilities, Regulatory Issues \*\*ALSO: Engineering Services, Marketing/Sales \* Finances, Controls \* HR/Unions \* More**  
Powder Springs, GA 30127



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RELIABLE // UNABASHEDLY ORIGINAL // INCISIVE // PRESCIENT

> A LEADER > A DOER > AN INTUITIVE, ASSERTIVE MANAGER...> A STEWARD OF QUALITY

## \*\*\* BACKGROUND

Core is in city-county government management. Work history also covers/includes know-how of and experience in private sector (biz development; customer service; P + L responsible charges, etc.).

## \*\*\* TALENTS

Candid, On-Point Analysis \*\*/\*\*/\*\* Long-Term Problem Solving  
Strategic Planning / Macro [Economic] Thinking \*\*/\*\*/\*\* Morale / Team Building \*\*/\*\*/\*\* Leadership  
Processes Development and Implementation \*\*/\*\*/\*\* Results Attainment

## \*\*\* PROFILE

Nimble and proven in taking on, taking lead on...[multiple arrays of] organizational tasks, missions, department reboots, upgrades. A striated, WELL-VETTED Senior Level Manager/{CAO, COO}, WITH:

----A "CAN-DO" INITIATIVE for stepping-up to pressing problems -- with certitude and "buy-in".

----A WHEREWITHAL for discerning and focusing on "underlayment(s)", and visions, re grander thinking, and ever-sounder solutions...for the long term.

----EXPERTISE IN MANAGING, STEERING... land-use, engineering, permits/inspections operations; finances, budgeting; police/fire, 1st-Responders; municipal utilities; overall administration, intergovernmental relations; (REVERSING) malaise, (ENSURING) turnarounds; ..."Thought-Leading"

MISC -- Jazz-'n-Blues Aficionado, Audiophile \*\* National Parks Advocate \*\* Follower of Auto Industry

## ==== COMPETENCIES. SKILL-SETS. ====

- \* Leading. Analyzing. Facilitating. "Decoding" - complex issues. Public Transparency.
- \* Breaking down barriers. And embracing and enacting emboldened, fresh, solutions.
- \* B2B Sales. Product Promotion. Relationship-building. Partnering.
- \* Public-private project(s) stewardship. Bridging conflicts. Public Speaking.



Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## Work Experience

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### **Business Development and Contracts, RFPs / Associate Operations Manager**

Bureau Veritas, North America - Kennesaw, GA

2017 to Present

**\*\* SKILLED, NATURAL COMMUNICATOR. \*\*** Able to explain and sell concepts, services, and speak convincingly with clients -- about cost-benefit importances, bottom-line factors. **\*\***

RESPONSIBLE for client development, outreach...ongoing (city-county government) customer care. Delivering auxiliary, contracted...3rd-Party, Engineering, Plans Review, Inspections Services, more.

Duties / Successes, Metrics

- Cold Calling / New Client Contact and Development / Relationship Building.
- Providing iconoclastic thinking and solutions, in helping clients reduce costs, boost efficiencies.
- Handling RFPs, contracts reviews, writing/administration. And Open-Records requests, archiving.
- New client acquisitions up by 7%+ (thru mid 2018). FIRST, FULLY "organically-grown" RFP AWARD in GA (thru 2 years)...was accomplished in 2018...via my leadership, efforts.
- PFS requests {Proposal For Services} -- up by 50%, to-date, from early 2018.
- BV brand awareness, familiarity, now more intact - thru 85+ counties in Georgia, since 2017.
- "Footprint" of services also being expanded to..."P3" Projects; Code Enforcement; LIA {Local Issuing Authority} Expertise; and serving needs of construction industry...(i.e., as private provider of certification services). Also involved with field operations support, "liaisoning", collaborating, on BV Industrial HSE Services.

### **Director, OOB - {Office of Building Permits}**

City of Atlanta, GA - Atlanta, GA

2013 to 2016

**\*\* COMMON-SENSE, and LOGIC, and PASSION-DRIVEN -- Business Minded Manager. With belief for STEWARDING "BESTS" in innovation, problem-solving...making REAL differences in PUBLIC SECTOR \*\***

- Budget \$18M+ / Staff 120+ **\*\*** Managed building, zoning, stormwater plans reviews, and ACCELA software updates. Improved work flows, protocols...via conscientious staff reorgs and SOP changes.
- Made steadfast judgment calls to have operations be MORE businesslike and proactive...in overcoming abject regulations, red-tape. "IN-KIND" SAVINGS of over \$1M RESULTED HERE...re a period of 2+ years -- to benefit development community, and local economy/jobs growth...
- (...as Liquidated Damages, other indeterminate/bureaucratic charges, timetables, etc., were MORE SENSIBLY and COMMITTEDLY...RATIONALIZED and RENDERED...to NOT be an impediment).
- Participated, contributed in, budget discussions, with appointed, elected officials. Regularly steered piercing timetable meetings -- with architects, developers, lawyers, project managers -- to keep processes moving, meet [financing] deadlines, and achieve overall deliverables, goals.
- Guided significant ventures thru launch, to fruition. GOOGLE FIBER; BUCKHEAD ATLANTA (Mixed-Use, Residential/Retail project); PORSCHE MOTORCARS REGIONAL HQ; PONCE CITY MARKET.
- Revised department DASHBOARD to be more readable, accurate. Righted re-emerging/defunct subdivisions. Guided Fire Marshall position reboot, and creation of related SOPs.



- Responsively fulfilled defacto role of "OMBUDSMAN"...In addressing arrays of issues...throughout most all city departments (...ISSUES that OFTEN NEEDED LEADERSHIP... "well-timed hubris"...and logic-based, assertive, confident decision-making...to resolve...).

## **CITY / UTILITIES MANAGER**

CITY OF PARIS, KY - Paris, KY

2009 to 2011

\*\*\* NO-NONSENSE MANAGER. With a knack for modernizing, streamlining departments and operations. Towards improved fiscal statuses, increased efficiencies, enhanced staff morale... \*\*\*

- Budget \$15+ mil. Staff 110+. \*\* Managed [5] utilities and general fund operations -- to include electric, police, fire & EMS, HR/finances, engineering, intergovernmental relations, econ development.
- Remastered budget, audit processes. GEN. FUND reserves REBUILT by 220% -- within 18 months.
- Upgraded city/county operations. To include jointly owned industrial park; First-Responder/EMS and E-911 Systems; Recreation; and Stormwater Regs. Hired several department heads; more.
- Guided Main Street Programs; FEMA flooding responses/coordinations, and collaborations with Maysville Community College - {extension branch}; preparations for 2010 World Equestrian Games.
- Acknowledged for professional stance on, commitment to...TRANSPARENCY. (With written piece appearing in {ICMA} PUBLIC MANAGEMENT Magazine....2011).

## **CITY MANAGER**

CITY OF FORT MORGAN - Fort Morgan, CO

2007 to 2008

\*\* STEADFAST, REFRESHINGLY FIRM ADVOCATE FOR...TRANSPARENCY. Dedicated to open dialogue, above-board understandings, and reverence...in managing, safeguarding...taxpayer monies... \*\*

- Budget \$50M. Staff 140+. \*\* Responsible for water-natural gas-electric utilities, [reservoir] water rights, police-fire, library, museum, airport, golf course, and several new department head hires.
- Realigned mindset on golf course subsidy. Opened fresh dialogues...with business community, city, and local media -- on economic development, budgeting and finances, planning matters, and more.
- Steered water-rights discussions. Pursued water contracts with reservoir systems. Bolstered FY '08 budget (cut expenses, preserved priorities). Set clearer capital budgets plans, goals.
- Advocated for, upheld, TRANSPARENCY....in governing ops and media relations. Spoke objectively, evenhandedly...about CITY MANAGER GOVT. CHARTER change (voters soundly approved, Nov. 2007).
- Instilled fresh talks with area property owners - in properly expanding city airport, meeting FAA regs.

## **CITY MANAGER**

CITY OF MARINE CITY - Marine City, MI

2002 to 2007

\*\* LEADER, CHANGE-AGENT. Investing in people, training, technology, and quality processes...per short-term and big-picture settings, both... \*\*

- Budget \$11+ mil. Staff 55+. \*\* Managed/involved with... public works, recreation, county-city intergovernmental agreements, labor unions, police/fire depts., international border crossing.
- Clarified TIF district budgeting/bylaws matters; ensured funding, statutory integrity(s) with same. Served on Pension Board - worked with fiscal advisors, actuaries, lawyers...to form/update policy.
- Overcame souring city-wide morale, and vastly improved labor relations. Concluded 3 stalled union contracts [Teamsters; Operating Engineers; Police] in LESS THAN 1 year. Negotiated fringe benefits.



- Elevated parliamentary processes, decorum, at public meetings. Greeted "open-government" with fervor. Encouraged and inspired candor, and more transparent Q/A.
- Developed new templates for "fire protection/first responder" contracts with area townships. Crafted new, "first-of-its-kind", thought-provoking...tax assessing agreement, between city/county.
- Deepened, initiated truer communications with police squads. Reversed chronic, internal, labor-management strife...between PD and city leaders. Employee morale/public image ascended. And Citizen Police Advisory Board became decommissioned - as need for same waned.
- Updated {Land-Use} Master Plan...subdivision, annexation issues, flood plains, etc. Fixed water, wastewater plants. Added automation, software. Active in Chamber, community, misc. charity functions. Involved with Car Ferry/International Border crossing (to Canada), and related operations.

## **VILLAGE ADMINISTRATOR**

VILLAGE OF PIONEER, OH - Pioneer, OH  
1996 to 2002

Budget \$3+ mil. Staff 20+. \*\* Managed water-electric utilities, police/fire, joint-ventures with nearby cities. And community center, HR, cemetery, budgets/finances, more.

- Formulated new [properly "cost-benefited", financed, derived] trash-pick up/enterprise fund.
- Restored EPA compliances at water treatment plant, and new chlorine sampling techniques.
- Oversaw 69K transmission line and 10MG substation construction projects, and development of master power and interconnection agreements.
- Lobbied in DC and Columbus, Ohio -- re public power contracts, de-regulation, wholesale transmission, more. Worked with (flood plain) engineers on new subdivisions, regulations.
- Established first conventional, annual budgeting processes; originated new fiscal controls.
- Offered managerial stability through 2 year period of high turnover(s) in elected offices.

## Education

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### **MBA in Marketing and Finance**

CLEVELAND STATE UNIVERSITY - Cleveland, OH

### **Bachelor's in Economics and Political Science**

CLEVELAND STATE UNIVERSITY - Cleveland, OH

### **Associate in Economics**

University of Michigan Ann Arbor - Ann Arbor, MI

### **Associate in Economics**

Lakeland Community College - Willoughby, OH

## Skills

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LEADERSHIP (10+ years), BUDGETING (10+ years), STRATEGIC PLANNING (10+ years), STAFF MANAGEMENT (10+ years), Operations Management (10+ years), PUBLIC SPEAKING (10+ years), PROCESSES IMPROVEMENT (10+ years), Procurement (10+ years), TECHNOLOGY (10+ years), Conflict Resolution (10+ years), Contract Negotiation (10+ years), Contract Administration (10+ years),



INTERGOVERNMENTAL RELATIONS (10+ years), Business Development (2 years), Cold Calling (2 years), Salesforce, Account Management, Sales, Operation, MBA, Multifamily

## Links

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<http://www.linkedin.com/in/nagymichael78>

## Awards

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### **[Colorado] Press Association Award Nomination -- {Friend of the First...}**

Acknowledged for devotion to public sector transparency, 2008

## Assessments

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### **Management & Leadership Skills: Impact & Influence — Highly Proficient**

March 2019

Measures a candidate's ability to adapt their leadership style to accomplish goals using rational or emotional appeal.

Full results: [https://share.indeedassessments.com/share\\_assignment/yzzl-dk2vkfvnpwk](https://share.indeedassessments.com/share_assignment/yzzl-dk2vkfvnpwk)

### **Supervisory Skills: Interpersonal Skills — Highly Proficient**

March 2019

Maintaining productive team relationships by identifying conflict and settling disputes.

Full results: [https://share.indeedassessments.com/share\\_assignment/iljgdzih69axq66b](https://share.indeedassessments.com/share_assignment/iljgdzih69axq66b)

### **Supervisory Skills: Directing Others — Expert**

April 2019

Motivating others through feedback to identify improvements or corrective actions.

Full results: [https://share.indeedassessments.com/share\\_assignment/nuscozuro3raluds](https://share.indeedassessments.com/share_assignment/nuscozuro3raluds)

### **Basic Word Processing with Microsoft Word — Highly Proficient**

April 2019

Basic Word techniques, including the use of tools to format or edit text.

Full results: [https://share.indeedassessments.com/share\\_assignment/tf-sjoeq43dmqgmo](https://share.indeedassessments.com/share_assignment/tf-sjoeq43dmqgmo)

### **Human Resources Skills: Compensation and Benefits — Expert**

April 2019

Knowledge of compensation and benefits programs.

Full results: [https://share.indeedassessments.com/share\\_assignment/i8ftstgr4s8ata5w](https://share.indeedassessments.com/share_assignment/i8ftstgr4s8ata5w)

### **Logic & Verbal Reasoning — Proficient**

August 2019

Understanding the meaning of text, and identifying the relationships among words or concepts.

Full results: [https://share.indeedassessments.com/share\\_assignment/udzttx2cyq-svcbm](https://share.indeedassessments.com/share_assignment/udzttx2cyq-svcbm)



Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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- Member, "Keep Cobb [County] Beautiful" Advisory Board -- since 2017. Serve as Vice Chair.

\*\*\*ADDITIONAL EMPLOYMENT...\*\*\*

HOUSING / BUILDING INSPECTOR with...

City of South Euclid, OH; and City of Cleveland Heights, OH

---DUTIES ENCOMPASSED: --code enforcement/property maintenance administration; point-of-sale inspections; house rental inspections; zoning inspections, software/computer utilizations.

\*\*\*OTHER WORK EXPERIENCE...\*\*\*

--FOOD SERVICE / BEVERAGE WORK; --MANUFACTURING; --TRUCKING; --(sub) TEACHING

--MISC.: ---owned rental property for several years...

<a class="LI-simple-link">Michael John Nagy</a>



# MICHAEL A. VENTIMIGLIA

MACON, GA 31210

## Objective:

Seeking a Cook position with Augusta National Golf Club, where I can offer support in food preparation duties and ensure sanitary food-handling practices and where my ability to prepare food according to the menu and production sheets in a sanitary manner can be fully utilized

## Education:

Helms College, Macon GA

*Culinary Arts Associates*

2019

- **Certifications:**
  - *Nutrition 2.0 (2018)*
  - *Controlling Food Service Cost 2.0 (2018)*
  - *Hospitality and Restaurant Management (2017)*
  - *Hospitality and Restaurant Marketing 2.0 (2018)*
  - *ServSafe Food Protection Manager Certification (2018)*
- Assisted in the food preparation for Goodwill's annual Gala, where up to 500+ guests were in attendance
- Volunteered at Wesleyan College: Welcoming of new President Gala. Assisted in prepping and cooking for up to 200+ guests.
- Demonstrated competence in basic principles of cooking including but not limited to:
  - Knife skills
  - Proper scaling and measurement techniques
  - Usage of various seasonings and flavorings
  - Cooking, cutting, carving, and evaluating of poultry, meats, and seafood
  - Preparation of fruits, vegetables, starches and pastas

## Skills and Qualifications:

- Ability to solve problems quickly and under pressure
- Ability to work as Team-Player
- Great Multitasker
- Ability to express creativity through food

## Experience:

Line Cook • 2018

Edgar's Bistro • Macon, GA

- Inspect and clean food preparation areas, such as equipment and work surfaces, or serving area
- Ensure safe and sanitary food-handling practices
- Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving
- Season and cook food according to recipes or personal judgment and experience

Line Cook • 10/2018

Taco Shed • Macon, GA

- Prepare unique taco recipes using fresh ingredients
- Confirm food is stored and cooked at correct temperature and met customer's satisfaction
- Maintain sanitation, health, and safety standards in work areas.
- Clean food preparation areas, cooking surfaces, and utensils

Cook • 02/2019

Grow • Macon, GA

- Assist in preparation of menu items from scratch including soups, salads, sauces, marinades, entrees, and desserts.
- Keep in line with food safety and cleanliness standards
- Recognize quality standards in fresh vegetables, fish, dairy and meats



## Milton Kidd, MPA

Atlanta GA, 30318

### Summary

- Demonstrated achiever with exceptional management skills, business practices, and total dedication.
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Extensive computer training, including knowledge of multiple networking environments and business software packages.

### Education

#### Ph.D. in Public Policy and Administration

*In progress*

Specialization: Local Government Management for Sustainable Communities

***Walden University,***

*2010*

#### Master's Degree in Public Administration and Policy Analysis

***Southern Illinois University Edwardsville,***

#### B.S. Degree in Psychology with a Minor in Speech Communication

*2007*

***Southern Illinois University Edwardsville,***

### Career History & Accomplishments

#### Election Director, Douglas County Board of Commissioners 2018- Present

- Plans, develops, implements, coordinates, and directs the activities of the Elections Division, including registration, candidate filings, all forms of voting, ballot programing and testing, and voter outreach efforts;
- Drafts division's long and short term strategic goals for presentation and adoption to the board of commissioner;
- Supervises personnel, assigns work, reviews and evaluates performance, counsels employees regarding programs, policies and procedures, resolves employee complaints, takes disciplinary action, interviews and hires employees, sets priorities, coordinates schedules and tracks time;
- Works with voters, political parties, candidates, political jurisdictions, media, county departments and other entities;
- Makes recommendations to the board of commissioner on matters relating to elections;

#### Deputy Election Supervisor, Douglas County Board of Commissioners 2015- 2018

- Assist in the supervision and training of the Election Division clerical staff in all facets of elections work including voter processing, campaign filing, nomination papers, absentee ballots and election boards; assign, coordinate and review work of clerical staff
- Budgeting for elections and registration office, and long-range planning
- Evaluate employee performance and prepare performance evaluations
- Manages election night tabulation by utilizing the GEMS server and procedures established by the Secretary of State and KSU Center for Election Systems
- Receive annexation maps, analyze their effect and change precinct boundaries; prepare a calendar of election deadlines
- Coordinate work flow; prepare specialized run requests and input documents.
- Coding for the ballot counting program; check and organize the ballot page assemblies and supervise loading of data onto voter machines; supervise the assembly of supplies and placement of official ballots
- Responds to Open Records Requests



**Election Coordinator, DeKalb County Government 2014- 2015**

- Schedules training dates, reserves training facilities, produces and distributes training materials, and conducts training sessions.
- Responds to questions, complaints and requests for information and assistance from poll officials, voters, County officials, potential candidates, elected officials, County departments and the general public
- Coordinates the filling of open Poll Manager, Assistant Poll Manager, and Area Manager Positions from lists of previous poll officials, or recruits new qualified applicants to fill these positions.
- File Campaign Disclosure Reports
- Reviews proposed legislation and possible effects on registration and elections
- Inputs and processes election workers payroll
- Coordinates inclusion of streets into precincts pursuant to municipal annexations.
- Coordinates Absentee/Advance Voting department including mail and in person

**Registration Officer, Fulton County Government 2013- 2014**

- Manage the daily operations of a satellite Voter Registration Office for Fulton County Voter Registration
- Review new laws affecting elections and develops new poll procedures; supervises, directs and evaluates assigned staff
- Provides lead direction to assigned staff, including establishing workloads, prioritizing work assignments, monitoring employee performance, interpreting policies and procedures, and resolving staff issues.
- Processes voter registration applications, including entering and verifying data for new voters and updating name and/or address changes for existing voters.
- Participates in the scanning of registration signatures and establishes scanning schedules.
- Coordinates and participates in high school voter registration and Deputy Registrar Training programs, including planning and organizing activities related to the programs.
- Coordinates assembly of a list of electors.
- Serves as a team member for ballot tabulation.
- Compiles and analyzes data, prepares reports, and assists in maintaining street indexes and maps.
- Manages the preparation of payroll for election night workers as required.
- Coordinates internship programs.
- Provides customer service to Fulton County voters and other departments and agencies as required.
- Supervise an advance voting site

**Administrative Assistant I, Fulton County Government 2012- 2013**

- Coordinating and participating in voter registration programs, and processing registration applications
- Assisting in absentee voting operations and receives, records, and prepares receipts for payments of fees and other payments; performs data entry for unit financial recording and reporting
- Receives and responds to inquiries and concerns from the general public, candidates and elected officials.
- Performs computer related tasks requiring broad working knowledge of a wide variety of standard computer applications, e.g., word processors, database systems, spreadsheet programs, report presentation packages.
- Maintains and updates filing and cross-reference/index systems for all documents, records and/or reports; registers citizens to vote; assists in processing absentee voters.

**Administrative Assistant/ Program Manager, Fulton County Government/Cooperative Extension  
2010-2012**

- Establishing workloads, prioritizing work assignments, and monitoring employee performance
- Creates, composes, edits, and distributes correspondence, forms, announcements, reports, and other departmental documents.
- Coordinate and maintain the Fulton Fresh Program



**Program Manager, Illinois Department of Rehabilitation**

2007-2011

- I coordinated and served as a liaison to community groups and the general public to increase public involvement in the Department of Rehabilitation programs and services.
- I provided coordination for a wide range of administrative functions in support of departmental operations, such as personnel, budget, finance, purchasing, and information and records management using the full Microsoft Suite. I also coordinated the daily administrative functions as assigned.
- Supervised assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff conflicts, and administering disciplinary action if needed
- Conducting program planning and evaluation activities, assessing training needed and assisting clients with adhering to state and federal government policies for financial and housing assistant programs
- Determining operational estimates and staffing requirements,
- Reviewing previous yearly expenditures, and assessing projected annual workloads,
- Overseen contracts for services and monitors subcontractor compliance with contractual standards and service regulations.
- Coordinated external communications and publications with local, county, and state public officials.

**Case Manager, Life Skills Foundation**

Supervised and managed teams of 5-10 individuals.

2006-2009

- Serve as coordinator for families through Missouri Department of Mental Health.
- Assisting adults and teens with developmental disabilities such as autism and Down syndrome find meaningful work and live in a home of their own. Accountable for loss avoidance, inventory controls, and merchandising.
- Assisted individual and their families, and work with the individual clients to identify, locate, coordinate and monitor services that meet the individual's distinct needs.
- Employed and coached new staff.

**Memberships & Affiliations**

- Former Post-seat holder for Fulton County, GA
- Member, Kappa alpha Psi Fraternity Inc.
- Member, African American Association for Advancement of African Studies



# Dr. Monica V. Rhymes, DNP, APRN, FNP-C

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## Objective

Obtain appointment to US Senate Seat for state of Georgia

## Experience

Nov. 2016- present Wal-Mart Care Clinic Macon, GA  
6020 Harrison Road Macon, GA 31206

### **Lead Family Nurse Practitioner- Full-time**

- Supervise Nurse Practitioners and Medical Assistants
- Administrative functions include scheduling staff, disciplinary actions, attendance tracking, organize community outreach activities, staff meetings, implement clinic changes, train new employees, ensuring compliance with standard operating procedures, HEDIS, and CMS quality measures, complete employee evaluations, interview, hiring and termination of employees
- Diagnose and treat acute and chronic medical conditions
- Preventative testing and screening examinations
- Order and interpret necessary labs and diagnostic testing
- Review, order and administer appropriate vaccinations
- Utilize EHR to document patient records
- Chart reviews
- Antibiotic stewardship
- Respond to store emergencies for associates and customers

July 2016- present Heart of Georgia Hospice Warner Robins, GA  
103 Westridge Drive Warner Robins, GA 31088

### **Family Nurse Practitioner- PRN**

- Initial evaluation and re-assessment for hospice appropriate treatment
- Interact with patients and families and answer questions
- Monitor progress of patient condition and re-evaluate treatment and make changes as necessary.
- Provide care, comfort, and hospice level of care

August 2016- present Independent Contractor NP Perry, GA  
304 Wake Forest Drive Warner Robins, GA 31093

### **Family Nurse Practitioner- Independent Contractor 1099**

- Responsible for advance practice medical services to patients involving the performance of diagnostic, preventive, or therapeutic services to patients in clinic and nursing home.
- Prescribe or administer treatment, therapy, medication, vaccination, and other medical care to treat, prevent illness, disease, or injury.
- Collect, record, and maintain patient information such as medical history, reports, and examination results.



- Monitor progress of patient condition and re-evaluate treatment, as necessary.
- Order, perform and interpret tests and analyze records, reports and examination information to diagnose patient conditions.
- Assessments, planning, diagnose, and implement treatments patients in primary care and nursing home environment.

Oct. 2013- April 2019 Emergency Consultants Madison, GA  
4075 Cooper Ridge Drive Transverse City, MI 49684

**Family Nurse Practitioner- Per Diem Weekends**

- Responsible for advance practice medical services to patients involving the performance of diagnostic, preventive, or therapeutic services to patients in hospitals and clinics.
- Prescribe or administer treatment, therapy, medication, vaccination, and other medical care to treat, prevent illness, disease, or injury.
- Collect, record, and maintain patient information such as medical history, reports, and examination results.
- Monitor progress of patient condition and re-evaluate treatment, as necessary.
- Order, perform and interpret tests and analyze records, reports and examination information to diagnose patient conditions.
- Admission orders and H&P.
- Recognize when patient requires a higher level of care and coordinate transfer to appropriate facility
- Complete discharge orders, education, and medication reconciliation.

Oct. 2012-Aug 2016 Middle Georgia Primary Care Perry, GA  
1115 Morningside Drive Perry, GA 31069

**Family Nurse Practitioner- Full Time**

- Responsible for advance practice medical services to patients involving the performance of diagnostic, preventive, or therapeutic services to patients in hospitals and clinics.
- Prescribe or administer treatment, therapy, medication, vaccination, and other medical care to treat, prevent illness, disease, or injury.
- Collect, record, and maintain patient information such as medical history, reports, and examination results.
- Monitor progress of patient condition and re-evaluate treatment, as necessary.
- Order, perform and interpret tests and analyze records, reports and examination information to diagnose patient conditions.
- Assessments, planning, diagnose, and implement treatments patients in primary care and hospital environment.
- Practice independently and collaboratively with other health care professionals to diagnose, treat, and manage the patient's preventive, acute, and chronic health problems.
- Hospital rounds and documentation on inpatients. Ensure core measures are met and documented properly.
- Electronic order entry and documentation. ( E-Clinical, Meditech, Mmodal)



- Admission orders and H&P.
- Heart of Georgia Hospice inpatient assessment, treatment and documentation.
- Patient education on disease management, prevention, and therapy goals.
- Nursing Home acute care visit and recertification with documentation
- Preceptor for Nurse Practitioner Students

Jan.2007– June 2012 Medical Center of Central GA Macon, GA  
777 Hemlock Street Macon, GA 31201

**Clinical Nurse III – Surgical Trauma Intensive Care Unit**

- Provide care to critically ill patients.
- Titrate pain and sedation medication for patient requiring ventilator.
- Titrate vasopressors per MD order.
- Assess patients for changes in condition and adapt care accordingly.
- Wound care and prevention of hospital acquired complications.
- Perform Continuous Renal Replacement Therapy (CRRT)
- Preceptor
- Charge Nurse

2010- Oct.2012 Parallon Workforce Management Solutions Macon, GA  
440 Charter Blvd Suite 1101 Macon, GA 31210

**Registered Nurse–Coliseum Medical Center ( Agency Nurse)**

- Provide Care to patients in a variety of clinical settings including:
- ICU
- Rehabilitation
- Med-Surge Floor
- Emergency Room
- Endoscopy

**Education**

2003–2006 Georgia Southern University Statesboro, GA  
1332 Southern Drive Statesboro, GA 30458

- B.S., Health Science, Community Health

2006-2008 Middle Georgia College Cochran, GA  
1100 SE 2<sup>nd</sup> Street Cochran, GA 31014

- Associate of Science Degree, Nursing

2008-2009 Georgia Southern University Statesboro, GA

- B.S. Health Science, Nursing

2009-2012 Georgia Southern University Statesboro, GA

- Masters of Science- Family Nurse Practitioner
- AANP Certification #F0712791 Exp June 30, 2022

2016-2018 Grand Canyon University Phoenix, Arizona

- Doctorate of Nursing Practice



<b>Certifications:</b>	AANP, active APRN in GA, CPR, ACLS, PALS, DEA License schedule III-V
<b>EHR</b>	Iview, EClinical, Meditech, Mmodal, ALTHA, CHCS, Centricity
<b>Membership</b>	AANP, UAPRN of Georgia
<b>Publications and Presentations:</b>	1 hour presentation on Hypertension at Convenient Care Conference 2019
<b>References:</b>	Available Upon Request.



# NANCY ATKINSON

Atlanta, GA 30329

Cell Phone

## Executive Summary:

**Registered Nurse**

**Patient Experience Representative**

**Elected Official**

**Professional Artist**

**Community Service**

## Work Experience

- **Emory Healthcare ESP January 2019-current :** Work in Ambulatory Surgery Centers PRN, Primarily in the Pre-operative areas for Dunwoody ASC, and Building B ASC Main Campus. The position requires four shifts per month, averaging three to four shifts per week.
- **St. Elizabeth Hospital Perioperative Patient Experience Representative July 2017-May 2018:** Worked in conjunction with Clinical RN position as a Patient Experience Representative for the Organizations Perioperative Service Line. Sixteen hours a week were designated to the Patient Experience. Position included rounding throughout all of the perioperative sites, coaching staff on Patient Experience initiatives, reporting to the Director of Perioperative Services, and Chairing an Organization wide Perioperative Patient Experience Council. Position also required monitoring of patient survey scores for the Perioperative Service Line.
- **St. Elizabeth Hospital Surgery Center Edgewood 2004-May 2018**  
Registered Nurse working in all phases of outpatient surgery care ( pre-admission testing, Pre-operative, recovery room and post-operative phases of care.) Served on numerous task forces, committees and councils to support the safety and efficiency of the high volume caseloads. Served as Chair for system wide Perioperative Council 2007-2012. As Chair for Perioperative Council served as a Representative to the Integration Council and worked with Senior Leadership to support the designation of becoming a Magnet Hospital. Supported Leadership in the Redesignation Magnet Status in 2014. Member of Patient Experience Committee for Perioperative services 2012-May 2018. Chaired system wide Perioperative Patient Experience Council (Developed in November 2015 as a new Council to support the Patient Experience in Perioperative Services). Created Mission Statement, Goals and Objectives supporting the Mission Statement. Built the Council from frontline staff representing all areas and all sites throughout the Organization. Work closely with the Director of Perioperative Services to monitor patient



experience survey scores while implementing numerous initiatives on Safety, Teamwork, Discharge Instruction and Registration Processes. Position included rounding to all Perioperative sites within the Organization. Nursing role consisted of sixteen hours a week designated to Patient Experience in the Perioperative Service Line and sixteen hours a week as a staff nurse in the Outpatient Surgery Center.

- **Owner and President of Fans Flags and Banners 2008-2010:** Designed cloth flags for companies and events. This was not related to nursing position, but supported interest and demands in artistic career.
- **St. Elizabeth Hospital Same Day Surgery 1998-2004**
- **St. Luke Hospital (Now St. Elizabeth Hospital)**  
Registered Nurse-Endoscopy Coordinator 1996-1998
- **Tri State Gastroenterology Associates**  
Staff Nurse in Ambulatory Endoscopy Center  
Responsible for prepping and recovering patients in high volume outpatient center and responsible for pharmaceutical sample program. 1991-1996
- **Professional Artist**  
Hired out as a Caricature artist for private parties, events and company outings throughout Cincinnati, Northern Kentucky, Central Kentucky and Louisville areas. Worked through multiple talent agencies for booking events. Designed logos, invitations, greeting cards, advertisements and painted multiple murals throughout schools and churches in Northern Kentucky and Cincinnati. Opened small company designing cloth banners 2008-2010.  
Assisted public relations coordinators in parades, special events, benefits and signage. Currently teach painting glass classes, apron, and ornament painting, as well as hire out drawing caricatures for private company events.

## Community:

- **Elected Official 2009-July 2018. City of Edgewood, KY- City Council Member**  
Appointed to the PDS (Planning Development Services of Kenton County) previously NKAPC (Northern Kentucky Area Planning Commission) in 2010 as alternate member-July 2018  
Appointed to the OKI (Ohio, Kentucky, Indiana Board of Governors) Board of Directors 2010 –April 2018  
Appointed to ICC Committee with OKI 2014-July 2018  
Elected as Commissioner to the PDS 2012-2014 (previously the NKAPC)  
Resignation to above result of impending relocation out of state
- **Elected Official 2004-2008 City of Edgewood, KY-City Council Member**  
Served as alternate to the NKAPC 2004-2008
- **Assistant Tennis Coach Boys Varsity Tennis Dixie Heights High School**  
Volunteer coaching from 2010-2016
- **Assistant Tennis Coach Girls Varsity Tennis Dixie Heights HS—2017**
- **Kenton County Women's Republican Club**



- **Vice President of Colonels Club PTO Dixie Heights High School**

Volunteer to assist with fund raising, programming and chaired the scholarship position for 4 years 2010-2016

- **Children's Home of Northern Kentucky**

Served on the Junior Board raising funds for the Children's Home 2000-2004

## **Certifications, Professional Organizations and Awards:**

- **Member of the American Society for Peri Anesthesia Nursing**

Received designation of CAPA Certification Specialty for nurses working in Peri-operative areas 2013- current

- **Member of Kentucky Society for Peri Anesthesia Nursing**

2013- current

- **Daisy Award Recipient St. Elizabeth Hospital**

Prestigious award for exceptional nursing care awarded quarterly throughout the St. Elizabeth Healthcare. Received third quarter 2015.

- **CAPA Nursing Compassion in Action Award**

National Award through the certification board for perianesthesia nursing for exceptional nursing care. Received July, 2015

- **Nominated for the Florence Nightingale Award 2016**

- **American Board of Perianesthesia Nursing Certification (ABPANC)**

**Advocacy Award:** National Award given to one nurse each year who exemplifies leadership as a patient advocate. Received April 2016

## **Education:**

### **CAPA Certification for Perianesthesia Nursing Renewal 2019**

### **CAPA Certification for Perianesthesia Nursing Renewal 2016**

### **CAPA Certification for Perianesthesia Nursing 2013**

### **Current ACLS and PALS Certified**

### **Northern Kentucky University 1989-1991 Associates Degree in Nursing**

### **University of Kentucky 1979-1984 Studies in Science and Biology**

Received the Leadership Award from Northern Kentucky University School of Nursing 1991.







# Nicholas S. Ryan

## Curriculum Vitae

Home Address:

Cell Phone:

Personal E-mail:

Office E-mail:

Website:

Atlanta, GA 30306

www.nryantd.com

### **CURRENT EMPLOYMENT:**

Lecturer of Technical Production  
Department of Theatre & Performance  
Spelman College

### **SPECIALIZATIONS:**

Technical Direction  
Scenic & Lighting Design  
Scenic Painting

## **Degrees Held**

**Master of Fine Arts** – The University of North Carolina at Chapel Hill. Chapel Hill, NC

Major Field: Theatre, Technical Production

Degree Awarded: May 2014

**Bachelor of Arts** – Georgia Southwestern State University. Americus, GA

Major Field: Dramatic Arts, Design & Technology

Minor Field: Business Management

Degree Awarded: July 2011

## **Specialized Training**

**Master Class**, The University of North Carolina at Chapel Hill, *TIG Welding*, September 2013

**Professional Internship**, Theatre Consultants Collaborative. *Introduction to Theatre Consulting & Basic Theatre Consultation*, August 2012 – May 2013

**Master Class**, Kennedy Center American College Theatre Festival: Region IV, *Model Making*, Spring 2009

## **Professional Theatre Experience**

**Portfolio Review Coordinator**, Kennedy Center American College Theatre Festival - Region IV. Oversee and review design, technology, and management student portfolios and resumes at KCACTF Region IV's festival. 2016 - Current.



## **Professional Theatre Experience Continued**

**Technical Director**, Spelman College. Atlanta, GA. Responsibilities included overseeing carpentry, paint, props and lighting areas for theatre main stage productions, black box productions, and dance productions. Duties also included managing budgets, generating work schedules and creating construction drawings. 2019 - Current.

**Technical Director**, Middle Tennessee State University. Murfreesboro, TN. Responsibilities included overseeing carpentry, paint, props and lighting areas for four main stage productions and supervision of three student productions. Duties also included managing budgets, generating work schedules and creating construction drawings. 2016 - 2018

**Lighting Designer (Production)**, Cookeville Performing Arts Center. Cookeville, TN.  
Summer 2016

**Production Manager**, Backdoor Playhouse. Cookeville, TN. Responsibilities included planning, coordination, and control of production during design process and run of show, coordination with directors to ensure design/production needs, supervising scene shop staff during construction, lighting design, sound engineering, scenery fabrication, load in and strike. 2014-2016

**Lighting Designer (Production)**, Cookeville Performing Arts Center. Cookeville, TN.  
January 2015

**Technical Director (Production)**, PlayMakers Repertory Company. Chapel Hill, NC.  
Responsibilities included overseeing carpentry and paint areas for one main stage production. Duties also included managing budgets, generating work schedules and creating construction drawings. Spring 2014

**Technical Director**, Cortland Repertory Theatre. Cortland, NY. Responsibilities included overseeing carpentry, paint, props and lighting areas for six main stage productions and one children's show. Duties also included managing budgets, generating work schedules and creating construction drawings. May – August 2013

**Carpenter/Welder/Rigger**, PlayMakers Repertory Theatre. Chapel Hill, NC.  
Fall 2011 – Spring 2014

**Technical Consultant**, Sumter Players Inc., *The Crucible*. Americus, GA. Design and structural analyses of stage flooring over orchestra pit and house seating.  
November 2012

**Assistant Technical Director (Production)**, PlayMakers Repertory Theatre. Chapel Hill, NC.  
Responsibilities included overseeing carpentry and paint areas for one main stage production. Duties also included managing budgets, generating work schedules and creating construction drawings. August – October 2012



## Professional Theatre Experience Continued

**Theatre Consultant Internship**, Theatre Consultant Collaborative. Chapel Hill, NC.

Responsibilities included: Worked with consultant/s on projects such as: proofreading and corrections of word documents, PDFs, AutoCAD draftings, Excel spreadsheets, etc. Provided budget assistance for specific projects/proposals. Attended meetings of several ongoing projects, and projects going into the design phase. Attended meetings with sound & lighting equipment providers. Walkthroughs of projects in the build phase, and projects in the final phase. August 2012 – May 2013/ February 2014 – May 2014

**Carpenter/Welder/Rigger**, Utah Shakespeare Festival, Cedar City, UT.  
Summer 2012.

**Shop Foreman**, PlayMakers Repertory Company, Chapel Hill, NC.  
November 2011 – February 2012

**Lighting Designer**, Rylander Theatre. Americus, GA. Design of touring shows, rentals, and dance. Fall 2008 – Summer 2011

**Lighting Designer (Production)**, Rylander Theatre. Americus, GA.  
Spring 2010

**Scenic Designer (Production)**, Rylander Theatre. Americus, GA.  
Fall 2010

**Technical Director (Production)**, Rylander Theatre. Americus, GA. Responsibilities included overseeing carpentry, paint, props, lighting, and sound areas for one main stage production. Duties also included managing budgets, generating work schedules and creating construction drawings. Fall 2010

**Technical Director (Production)**, Rylander Theatre. Americus, GA. Responsibilities included overseeing carpentry, paint, props, lighting, and sound areas for one main stage production. Duties also included managing budgets, generating work schedules and creating construction drawings. Spring 2009

**Scenic Designer (Production)**, Rylander Theatre. Americus, GA.  
Spring 2010

## Production Manager Credits

Production Manager, ***Blood Wedding***, Tennessee Tech University, Cookeville, Tennessee, Dogwood Park (Outdoor Amphitheatre), April 2016

Production Manager, ***Dog Sees God***, Tennessee Tech University, Cookeville, Tennessee, Backstage Show CPAC (200 Seat Arena), February 2016



Ryan

### **Production Manager Credits Continued**

Production Manager, *Never the Sinner*, Tennessee Tech University, Cookeville, Tennessee, Derryberry Auditorium (500 Seat Proscenium), November 2015

Production Manager, *A Midsummer Night's Dream*, Tennessee Tech University, Cookeville, Tennessee, Backdoor Playhouse (200 Seat Proscenium), April 2015

Production Manager, *The Vagina Monologues*, Tennessee Tech University, Cookeville, Tennessee, Backdoor Playhouse (200 Seat Proscenium), February 2015

Production Manager, *Krapp's Last Tape*, Tennessee Tech University, Cookeville, Tennessee, Backdoor Playhouse (200 Seat Proscenium), January 2015

Production Manager, *Play*, Tennessee Tech University, Cookeville, Tennessee, Backdoor Playhouse (200 Seat Proscenium), January 2015

Production Manager, *Avenue Q*, Tennessee Tech University, Cookeville, Tennessee, Backdoor Playhouse (200 Seat Proscenium), November 2014

### **Technical Direction Credits**

Technical Director, *The Piano Lesson*, Spelman College, Atlanta, Georgia, Baldwin Burroughs Theatre (282 Proscenium), April 2019

Technical Director, *BLK GIRL, BLK BOY*, Spelman College, Atlanta, Georgia, Maya Angelou Black Box Theatre (50 Thrust), February 2019

Technical Director, *Hands Up!*, Spelman College, Atlanta, Georgia, KCACTF Region IV Festival (865 Proscenium), February 2019

Technical Director, *Romeo & Juliet*, Spelman College, Atlanta, Georgia, Baldwin Burroughs Theatre (282 Proscenium), February 2019

Technical Director, *Joseph and the Amazing Technicolor Dreamcoat*, Middle Tennessee State University, Murfreesboro, Tennessee, Tucker Theatre (988 Proscenium), April 2018

Technical Director, *Taste of Sunrise*, Middle Tennessee State University, Murfreesboro, Tennessee, Tucker Theatre (988 Proscenium), February 2018

Technical Director, *A Midsummer Night's Dream*, Middle Tennessee State University, Murfreesboro, Tennessee, Tucker Theatre (988 Proscenium), November 2017

Technical Director, *How I Learned to Drive*, Middle Tennessee State University, Murfreesboro, Tennessee, Studio Theatre (100 Black Box), October 2017



### Technical Direction Credits Continued

Technical Director, *A Streetcar Named Desire*, Middle Tennessee State University, Murfreesboro, Tennessee, Tucker Theatre (988 Proscenium), April 2017

Technical Director, *Kafka's Metamorphosis*, Middle Tennessee State University, Murfreesboro, Tennessee, Tucker Theatre (988 Proscenium), February 2017

Technical Director, *Peter Pan*, Middle Tennessee State University, Murfreesboro, Tennessee, Tucker Theatre (988 Proscenium), November 2016

Technical Director, *Walking On Sunlight*, Middle Tennessee State University, Murfreesboro, Tennessee, Paul Green Theatre (988 Proscenium), September 2016

Technical Director, *Private Lives*, Playmakers Repertory Company, Chapel Hill, North Carolina, Paul Green Theatre (498 Seat Thrust), February 2014

Technical Director, *I'll Be Back Before Midnight*, Cortland Repertory Theatre, Cortland, New York, Pavilion Theatre (250 Seat Thrust), August 2013

Technical Director, *Shipwrecked! An Entertainment*, Cortland Repertory Theatre, Cortland, New York, Pavilion Theatre (250 Seat Thrust), August 2013

Technical Director, *The 1940's Radio Hour*, Cortland Repertory Theatre, Cortland, New York, Pavilion Theatre (250 Seat Thrust), July 2013

Technical Director, *The Full Monty*, Cortland Repertory Theatre, Cortland, New York, Pavilion Theatre (250 Seat Thrust), July 2013

Technical Director, *The Heroic Adventures of Puss'N Boots*, Cortland Repertory Theatre, Cortland, New York, Pavilion Theatre (250 Seat Thrust), July 2013

Technical Director, *Buddy! The Buddy Holly Story*, Cortland Repertory Theatre, Cortland, New York, Pavilion Theatre (250 Seat Thrust), June 2013

Technical Director, *Agatha Christie's The Unexpected Guest*, Cortland Repertory Theatre, Cortland, New York, Pavilion Theatre (250 Seat Thrust), June 2013

Technical Director, *The Heroic Adventures of Puss'N Boots*, Cortland Repertory Theatre, Cortland, New York, Pavilion Theatre (250 Seat Thrust), June 2013

Assistant Technical Director, *Red*, PlayMakers Repertory Company, Chapel Hill, North Carolina, Paul Green Theatre (498 Seat Thrust), Fall 2012

Technical Director, *Trojan Women*, Georgia Southwestern State University, Americus, Georgia, GSW Main Stage (300 Seat Modified Thrust), Fall 2010



Ryan

### Technical Direction Credits Continued

Technical Director, *Androcles & the Lion*, Sumter Players Inc., Americus, Georgia,  
Rylander Theatre (567 Seat Proscenium), Fall 2010

Technical Director, *Faith County* (Musical), The Rylander Theatre, Americus, Georgia,  
Rylander Theatre (567 Seat Proscenium), Fall 2010

Assistant Technical Director, *South Pacific*, Sumter Players Inc., Americus, Georgia,  
Rylander Theatre (567 Seat Proscenium), March 2010

Technical Director, *Dancing With the Dead* (World Premier), Georgia Southwestern State  
University, Americus, Georgia, GSW Main Stage (300 Seat Modified Thrust), Fall 2009

Assistant Technical Director, *All Shook Up*, Sumter Players Inc., Americus, Georgia,  
Rylander Theatre (567 Seat Proscenium), March 2009

Technical Director, *Harvey*, Sumter Players Inc., Americus, Georgia, Rylander Theatre  
(567 Seat Proscenium), Fall 2009

Technical Director, *Skin Deep*, Georgia Southwestern State University, Americus,  
Georgia, GSW Main Stage (300 Seat Modified Thrust), Fall 2009

Technical Director, *Taming of the Shrew*, The Rylander Theatre, Americus, Georgia,  
Rylander Theatre (567 Seat Proscenium), Spring 2009

Technical Director, *Becoming Memories*, Georgia Southwestern State University, Americus,  
Georgia, GSW Main Stage (300 Seat Modified Thrust), Fall 2008

Technical Director, *High School Musical*, The Augusta Players, Augusta, Georgia,  
Augusta Preparatory Theatre (350 Seat Proscenium), Summer 2007

### Scenic Design Credits

Scenic Design, *Things I Wish I Said*, Tennessee Governor's School For the Arts, Murfreesboro,  
Tennessee, Tucker Theatre (988 Proscenium), June 2016

Scenic Design, *Blood Wedding*, Tennessee Tech University, Cookeville, Tennessee,  
Dogwood Park (Outdoor Amphitheatre), April 2016

Scenic Design, *Dog Sees God*, Tennessee Tech University, Cookeville, Tennessee,  
Backstage Show CPAC (200 Seat Arena), February 2016

Scenic Design, *Never the Sinner*, Tennessee Tech University, Cookeville, Tennessee,  
Derryberry Auditorium (500 Seat Proscenium), November 2015



## Scenic Design Credits Continued

Scenic Design, *A Midsummer Night's Dream*, Tennessee Tech University, Cookeville, Tennessee, Backdoor Playhouse (200 Seat Proscenium), April 2015

Scenic Design, *The Vagina Monologues*, Tennessee Tech University, Cookeville, Tennessee, Backdoor Playhouse (200 Seat Proscenium), February 2015

Scenic Design, *Trojan Women*, Georgia Southwestern State University, Americus, Georgia, GSW Main Stage (300 Seat Modified Thrust), November 2010

Scenic Design, *Androcles & the Lion*, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), November 2010

Scenic Design, *Lion and Mouse Stories*, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), November 2010

Scenic Design, *Faith County* (Musical), The Rylander Theatre, Americus, Georgia, Rylander Theatre (567 Seat Proscenium), August 2010

Scenic Design, *It's Murder in the Wings*, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), May 2010

Scenic Design, *South Pacific*, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), March 2010

Scenic Design, *Harvey*, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), September 2009

Scenic Design, *Skin Deep*, Georgia Southwestern State University, Americus, Georgia, GSW Main Stage (300 Seat Modified Thrust), August 2009

Scenic Design, *Taming of the Shrew*, The Rylander Theatre, Americus, Georgia, Rylander Theatre (567 Seat Proscenium), March 2009

## Lighting Design Credits

Lighting Design, *Fearless!* (World Premier), Cookeville Performing Arts Center, Cookeville, Tennessee, Cookeville Performing Arts Center (500 Seat Proscenium), July 2016

Lighting Design, *Blood Wedding*, Tennessee Tech University, Cookeville, Tennessee, Dogwood Park (Outdoor Amphitheatre), April 2016

Lighting Design, *Dog Sees God*, Tennessee Tech University, Cookeville, Tennessee, Backstage Show CPAC (200 Seat Arena), February 2016



Ryan

## Lighting Design Credits Continued

Lighting Design, *Never the Sinner*, Tennessee Tech University, Cookeville, Tennessee,  
Derryberry Auditorium (500 Seat Proscenium), November 2015

Lighting Design, *A Midsummer Night's Dream*, Tennessee Tech University, Cookeville,  
Tennessee, Backdoor Playhouse (200 Seat Proscenium), April 2015

Lighting Design, *The Vagina Monologues*, Tennessee Tech University, Cookeville,  
Tennessee, Backdoor Playhouse (200 Seat Proscenium), February 2015

Lighting Design, *Krapp's Last Tape*, Tennessee Tech University, Cookeville, Tennessee,  
Backdoor Playhouse (200 Seat Proscenium), January 2015

Lighting Design, *Play*, Tennessee Tech University, Cookeville, Tennessee,  
Backdoor Playhouse (200 Seat Proscenium), January 2015

Lighting Design, *Cinderella*, Stage One Dance Studio, Cookeville, Tennessee,  
Cookeville Performing Arts Center (459 Seat Proscenium), January 2015

Lighting Design, *Avenue Q*, Tennessee Tech University, Cookeville, Tennessee,  
Backdoor Playhouse (200 Seat Proscenium), November 2014

Lighting Design, *The Wizard of Oz*, Americus Dance Experience, Americus, GA,  
Rylander Theatre (567 Seat Proscenium), June 2011

Lighting Design, *A Midsummer's Night Dream*, Georgia Southwestern State University,  
Americus, Georgia, GSW Main Stage (300 Seat Modified Thrust), April 2011

Lighting Design, *The Nutcracker*, Americus Dance Experience, Americus, GA,  
Rylander Theatre (567 Seat Proscenium), December 2010

Lighting Design, *Trojan Women*, Georgia Southwestern State University, Americus, Georgia,  
GSW Main Stage (300 Seat Modified Thrust), November 2010

Lighting Design, *The Little Mermaid*, Americus Dance Experience, Americus, GA,  
Rylander Theatre (567 Seat Proscenium), June 2010

Lighting Design, *As You Like It*, The Rylander Theatre, Americus, Georgia,  
Rylander Theatre (567 Seat Proscenium), April 2010

Lighting Design, *A Groovy Nutcracker*, Americus Dance Experience, Americus, GA,  
Rylander Theatre (567 Seat Proscenium), December 2009

Lighting Design, *Twelve Angry Men*, Sumter Players Inc., Americus, Georgia,  
Rylander Theatre (567 Seat Proscenium), November 2009



Ryan

## Lighting Design Credits Continued

Lighting Design, ***The Lion King***, Americus Dance Experience, Americus, GA,  
Rylander Theatre (567 Seat Proscenium), June 2009

Lighting Design, ***All Shook Up***, Sumter Players Inc., Americus, Georgia,  
Rylander Theatre (567 Seat Proscenium), November 2009

Lighting Design, ***Becoming Memories***, Georgia Southwestern State University, Americus,  
Georgia, GSW Main Stage (300 Seat Modified Thrust), October 2008

### Notable Lighting Design as Lighting Designer of Rylander Theatre

Jimmy Carter's 80<sup>th</sup> Birthday Bash

The 10<sup>th</sup> Anniversary of the Reopening of the Rylander Theatre

Cadillac Sky (twice)

Almost Elton Jon

James Gregory

## Scenic Charge Credits

Scenic Charge, ***The Piano Lesson***, Spelman College, Atlanta, Georgia, Baldwin Burroughs  
Theatre (282 Proscenium), April 2019

Scenic Charge, ***Romeo & Juliet***, Spelman College, Atlanta, Georgia, Baldwin Burroughs  
Theatre (282 Proscenium), February 2019

Scenic Charge, ***Blood Wedding***, Tennessee Tech University, Cookeville, Tennessee,  
Dogwood Park (Outdoor Amphitheatre), April 2016

Scenic Charge, ***Dog Sees God***, Tennessee Tech University, Cookeville, Tennessee,  
Backstage Show CPAC (200 Seat Arena), February 2016

Scenic Charge, ***Never the Sinner***, Tennessee Tech University, Cookeville, Tennessee,  
Derryberry Auditorium (500 Seat Proscenium), November 2015

Scenic Charge, ***A Midsummer Night's Dream***, Tennessee Tech University, Cookeville,  
Tennessee, Backdoor Playhouse (200 Seat Proscenium), April 2015

Scenic Charge, ***Trojan Women***, Georgia Southwestern State University, Americus,  
Georgia, GSW Main Stage (300 Seat Modified Thrust), November 2010

Scenic Charge, ***Androcles & the Lion***, Sumter Players Inc., Americus, Georgia,  
Rylander Theatre (567 Seat Proscenium), November 2010

Scenic Charge, ***Lion and Mouse Stories***, Sumter Players Inc., Americus, Georgia,



Ryan

Rylander Theatre (567 Seat Proscenium), November 2010

### Scenic Charge Credits Continued

Scenic Charge, ***Faith County*** (Musical), The Rylander Theatre, Americus, Georgia, Rylander Theatre (567 Seat Proscenium), August 2010

Scenic Charge, ***It's Murder in the Wings***, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), May 2010

Scenic Charge, ***South Pacific***, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), March 2010

Scenic Charge, ***Dancing With the Dead*** (World Premier), Georgia Southwestern State University, Americus, Georgia, GSW Main Stage (300 Seat Modified Thrust), Fall 2009

Scenic Charge, ***Harvey***, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), September 2009

Scenic Charge, ***Skin Deep***, Georgia Southwestern State University, Americus, Georgia, GSW Main Stage (300 Seat Modified Thrust), August 2009

Scenic Charge, ***Taming of the Shrew***, The Rylander Theatre, Americus, Georgia, Rylander Theatre (567 Seat Proscenium), March 2009

### Stage Management Credits

Stage Manager, ***Avenue Q***, Tennessee Tech University, Cookeville, Tennessee, Backdoor Playhouse (200 Seat Proscenium), November 2014

Stage Manager, ***Noises Off!***, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), May 2009

Stage Manager, ***Twelve Angry Men***, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), November 2009

Stage Manager, ***The Gift of the Magi***, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), November 2008

Stage Manager, ***Arsenic and Old Lace***, Sumter Players Inc., Americus, Georgia, Rylander Theatre (567 Seat Proscenium), September 2008

Stage Manager, ***Becoming Memories***, Georgia Southwestern State University, Americus, Georgia, GSW Main Stage (300 Seat Modified Thrust), Three Runs – Fall 2008



## Honors and Awards

University of North Carolina at Chapel Hill, *The Samuel Selden Memorial Award*, 2013 – 2014

University of North Carolina at Chapel Hill, *The Frederick Koch Scholarship*, 2012 – 2013

Georgia Southwestern State University, *GSW Dramatic Arts' Rising Star Award*, 2011

Sumter Players Inc., *Presidential Award for Exceptional Contribution*, Career Award, 2011

Georgia Southwestern State University, *Wheatley Theatre Scholarship*, 2010, 2011

Georgia Southwestern State University, *Alpha Psi Omega: Chapter President*, 2010, 2011

The National Society of Leadership and Success, *Presidential Member*, 2010

Sumter Players Inc., *Director's Award – Scenic Design Guru: It's Murder In the Wings*, 2010

Sumter Players Inc., *Director's Award for Exceptional Contribution: South Pacific*, 2010

Sumter Players Inc., *Director's Award for Exceptional Contribution: Noises Off!*, 2009

Georgia Southwestern State University, *Fortner Theatre Scholarship*, 2008, 2009

## Nominations

### The Kennedy Center American College Theatre Festival

#### 2010 Nominations:

Scenic Design – *Trojan Women*

Lighting Design – *Trojan Women*

Theatre Technology – *Trojan Women*

Scenic Design – *Androcles & the Lion*

Theatre Technology – *Androcles & the Lion*

Scenic Design – *Faith County*

Theatre Technology – *Faith County*

#### 2009 Nominations:

Scenic Design – *Skin Deep*

Theatre Technology – *Skin Deep*

### Georgia Theatre Conference

#### Community Theatre Festival:

Second Place – *Becoming Memories*



## **Educational Experience**

### Spelman College

**Lecturer:**

**Introduction to Theatre Technology & Design** STHR 121-001, Spring 2019

“Lectures and seminars in the techniques of planning, building, painting, and handling all types of scenery; knowledge of theatre architecture and how sets are mounted, shifted, and run. Laboratory hours and/or crew required.”

**Lecturer:**

**Production Laboratory** STHR 200-001, Spring 2019

“Prerequisite: Permission of instructor. Specific area of study in relation to a particular theatrical event or production during a given semester. Topics range from the performance to technical crews. A maximum of 4 semester hours credit may be applied toward a degree.”

**Lecturer:**

**Course Release** STHR, Spring 2019

“Official course release to work on all Spelman College’s Spring Productions.”

### Middle Tennessee State University

**Assistant Professor:**

**Introduction to Production Practices** THEA 2100-001, Spring 2018

“Corequisite: THEA 2900. Lectures and seminars in the techniques of planning, building, painting, and handling all types of scenery; knowledge of theatre architecture and how sets are mounted, shifted, and run. Laboratory hours and/or crew required.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-001, Spring 2018

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-002, Spring 2018

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-003, Spring 2018

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”



## **Educational Experience Continued**

**Assistant Professor:**

**Course Release** THEA, Spring 2018

“Official course release to work on MTSU’s Fall Productions.”

**Assistant Professor:**

**Introduction to Production Practices** THEA 2100-001, Fall 2017

“Corequisite: THEA 2900. Lectures and seminars in the techniques of planning, building, painting, and handling all types of scenery; knowledge of theatre architecture and how sets are mounted, shifted, and run. Laboratory hours and/or crew required.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-001, Fall 2017

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-002, Fall 2017

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-003, Fall 2017

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Course Release** THEA, Fall 2017

“Official course release to work on MTSU’s Fall Productions.”

**Assistant Professor:**

**Introduction to Production Practices** THEA 2100-001, Fall 2017

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-001, Fall 2017

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-002, Fall 2017

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”



## **Educational Experience Continued**

**Assistant Professor:****Production Practicum II** THEA 2900-003, Fall 2017

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:****Production Practicum IV** THEA 4900-001, Spring 2017

“Prerequisite: Permission of instructor. Specific area of study in relation to a particular theatrical event or production during a given semester. Topics range from the performance to technical crews. A maximum of 4 semester hours credit may be applied toward a degree.”

**Assistant Professor:****Production Practicum IV** THEA 4900-002, Spring 2017

“Prerequisite: Permission of instructor. Specific area of study in relation to a particular theatrical event or production during a given semester. Topics range from the performance to technical crews. A maximum of 4 semester hours credit may be applied toward a degree.”

**Assistant Professor:****Theatre Appreciation** THEA 1030-001, Spring 2017

“Overview of theatre as an art form. Appreciation and understanding of the production process. Can be used to satisfy part of the General Education Humanities and/or Fine Arts requirement.”

**Assistant Professor:****Theatre Appreciation** THEA 1030-013, Spring 2017

“Overview of theatre as an art form. Appreciation and understanding of the production process. Can be used to satisfy part of the General Education Humanities and/or Fine Arts requirement.”

**Assistant Professor:****Production Practicum IV** THEA 4900-001, Fall 2016

“Prerequisite: Permission of instructor. Specific area of study in relation to a particular theatrical event or production during a given semester. Topics range from the performance to technical crews. A maximum of 4 semester hours credit may be applied toward a degree.”

**Assistant Professor:****Production Practicum IV** THEA 4900-002, Fall 2016

“Prerequisite: Permission of instructor. Specific area of study in relation to a particular theatrical event or production during a given semester. Topics range from the performance to technical crews. A maximum of 4 semester hours credit may be applied toward a degree.”

**Assistant Professor:****Production Practicum IV** THEA 4900-003, Fall 2016

“Prerequisite: Permission of instructor. Specific area of study in relation to a particular theatrical event or production during a given semester. Topics range from the performance to technical crews. A maximum of 4 semester hours credit may be applied toward a degree.”



## **Educational Experience Continued**

**Assistant Professor:**

**Production Practicum IV** THEA 2900-004, Fall 2016

“Prerequisite: Permission of instructor. Specific area of study in relation to a particular theatrical event or production during a given semester. Topics range from the performance to technical crews. A maximum of 4 semester hours credit may be applied toward a degree.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-001, Fall 2016

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-002, Fall 2016

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Production Practicum II** THEA 2900-003, Fall 2016

“Corequisite: THEA 2100. Examines the execution of the various scenic elements covered in THEA 2100 as well as the safety requirements of the scene shop and its equipment.”

**Assistant Professor:**

**Theatre Appreciation** THEA 1030-004, Fall 2016

“Overview of theatre as an art form. Appreciation and understanding of the production process. Can be used to satisfy part of the General Education Humanities and/or Fine Arts requirement.”

### Tennessee Technical University

**Instructor:**

**Resume & Portfolio** THEA 3001-002, Spring 2016

“Lecture-laboratory course covering the elements of resume, CV, cover letter, portfolio, and digital portfolio.”

**Instructor:**

**Stagecraft** THEA 2200-001, Spring 2016

“Lecture-laboratory course covering basic elements of scenery construction, painting, lighting, stage-properties, and costuming.”

**Instructor:**

**Introduction to Theatre** THEA 1030-001, Spring 2016

“Theatre appreciation, designed to enhance the student’s enjoyment of plays.”

**Instructor:**

**Course Release** THEA, Spring 2016

“Official course release to work on the Tech Player’s Spring Productions.”



Ryan

## **Educational Experience Continued**

**Instructor:**

**Theatrical Design** THEA 3200-001, Fall 2015

“Lecture-laboratory course covering the elements of design in scenic, lighting, stage-properties, costumes, and sound.”

**Instructor:**

**Stage Makeup** THEA 3001-002, Fall 2015

“Lecture-laboratory course covering the basic elements of 2D and 3D stage makeup.”

**Instructor:**

**Introduction to Theatre** THEA 1030-004, Fall 2015

“Theatre appreciation, designed to enhance the student’s enjoyment of plays.”

**Instructor:**

**Course Release** THEA, Fall 2015

“Official course release to work on the Tech Player’s Fall Productions.”

**Instructor:**

**Introduction to Theatre** THEA 1030-041, Summer 2015

“Theatre appreciation, designed to enhance the student’s enjoyment of plays.”

**Instructor:**

**Stagecraft** THEA 3300-001, Spring 2015

“Lecture-laboratory course covering basic elements of scenery construction, painting, lighting, stage-properties, and costuming.”

**Instructor:**

**Stagecraft** THEA 3300-002, Spring 2015

“Lecture-laboratory course covering basic elements of scenery construction, painting, lighting, stage-properties, and costuming.”

**Instructor:**

**Introduction to Theatre** THEA 1030-004, Spring 2015

“Theatre appreciation, designed to enhance the student’s enjoyment of plays.”

**Instructor:**

**Introduction to Theatre** THEA 1030-005, Spring 2015

“Theatre appreciation, designed to enhance the student’s enjoyment of plays.”

**Instructor:**

**Course Release** THEA, Spring 2015

“Official course release to work on the Backdoor Playhouse’s Spring Productions.”



Ryan

## **Educational Experience Continued**

**Instructor:**

**Introduction to Theatre** THEA 1030-010, Fall 2014

“Theatre appreciation, designed to enhance the student’s enjoyment of plays.”

**Instructor:**

**Introduction to Theatre** THEA 1030-011, Fall 2014

“Theatre appreciation, designed to enhance the student’s enjoyment of plays.”

**Instructor:**

**Introduction to Theatre** THEA 1030-012, Fall 2014

“Theatre appreciation, designed to enhance the student’s enjoyment of plays.”

**Instructor:**

**Course Release** THEA, Fall 2014

“Official course release to work on the Backdoor Playhouse’s Fall Production.”

### University of North Carolina at Chapel Hill

**Guest lecturer:**

**Technical Methods** Drama 191, September 2013/February 2014 Instructor: Chad Rodgers

“Introduction to Stage Lighting & Technology”

**Guest lecturer:**

**Technical Methods** Drama 191, September 2013/ February 2014 Instructor: Chad Rodgers

“Hanging & Focusing Stage Lighting Instruments”

**Final Project Analyst:**

**Technical Methods** Drama 191, Fall 2012 – Fall 2013 Instructor: Chad Rodgers

“Analysis of Final Projects”

### Georgia Southwestern State University

**Guest lecturer:**

**Stagecraft I** THEA 3020, October 2010 Instructor: Raymond Mannila

“History of the Stage”

**Guest lecturer:**

**Stagecraft I** THEA 3020, October 2010 Instructor: Raymond Mannila

“Scenic Design & Technical Production”

**Guest lecturer:**

**Theatre Appreciation** THEA 1100, Fall 2008 – Spring 2011 Instructor: Raymond Mannila

“Tool Qualification & Shop Safety”



## Professional Summary

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**OBJECTIVE:**

Accomplished and energetic Community Liaison with a solid history of achievement in Community Awareness. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include Education, Youth Development and Livability.

## Skills

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- Microsoft Office (Word, Excel, Outlook), data entry, advanced web researching, and social media
- Judgment and Decision Making
- Active Listening
- Reading Comprehension
- Coordination
- Persuasion
- Monitoring
- Negotiation
- Law and Government
- Learning Strategies
- Education and Training
- Complex Problem Solving
- Administration and Management
- Critical Thinking
- Speaking
- Time Management
- Social Perceptiveness
- Writing
- Active Learning
- Customer and Personal Service
- Instructing
- Clerical

## Experience

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**Delegate** 09/2019 to Current

**The Lovable City** – Jonesboro, GA

- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Serve as liaisons between organizations, shareholders, and outside organizations.
- Appoint department heads or managers and assign or delegate responsibilities to them.
- Establish departmental responsibilities and coordinate functions among departments and sites.
- Implement corrective action plans to solve organizational or departmental problems.

**Executive Director** 08/2017 to Current

**The Attitude 2 Empower Inc** – Jonesboro, GA

- Direct or coordinate an organization's financial or budget activities to fund operations,



maximize investments, or increase efficiency.

- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations, to maximize returns on investments, or to increase productivity.
- Prepare budgets for approval, including those for funding or implementation of programs.
- Review and analyze legislation, laws, and public policy, and recommend changes to promote and support interests of both the general population and special groups.
- Direct human resources activities, including the approval of human resource plans or activities, the selection of directors or other high-level staff, or establishment or organization of major departments.
- Preside over or serve on boards of directors, management committees, or other governing boards.

## **EKG Technician**

03/2014 to 05/2014

### **Metropolitan Atlanta Cardiology Consultants**

- (Volunteer) Performed EKG's, administered Holter Monitors and Stress tests.
- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Performed INR.
- Entered patient demographics in the computer database, updated patient medication list, and prepared rooms for examinations.
- Answer telephones and direct calls to appropriate staff, and scheduled appointments.

## **Education**

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### **Leadership Diploma:**

Nov 2019

#### **Grassroots Leadership Institute** - Jonesboro, Georgia

- Graduated with honors.
- Volunteer, Principal Partnership.
- Volunteer, Stakeholder for Clayton County Public Schools.
- Volunteer, Student Council for Lovejoy Middle School.
- Volunteer, Youth Services of America & Clayton County.
- Volunteer, United Way Measurable Roundtable.
- Volunteer, AARP.

### **Bachelor's Degree:** Criminal Justice/Human Services

Jan 2015



**Colorado Technical University** - Sioux Falls, SD

**EKG Technician Diploma:**

Jan 2014

**Allied Health Institute** - Plantation, FL

- Graduated in top 5% of the class.

**Bloodborne Pathogens Certification ACLS BLS Certification:**

**Allied Health Institute** - Plantation, FL



EDUCATION:

**Seattle University, School of Law;** (formerly the University of Puget Sound, School of Law);  
Seattle, Washington  
Jurist Doctorate cum laude - 1987

**Pennsylvania State University;** University Park, Pennsylvania  
Bachelors of Art; Speech Communications - 1981

ADMISSIONS TO PRACTICE LAW:

**United States Supreme Court** (April 23, 1996)  
**Third District Court of Appeals** (October 9, 1992)  
**United States District Court, State of New Jersey** (December 18, 1987)  
**State of New Jersey** (December 18, 1987)  
**State of Georgia** (May 17, 2017)

EXPERIENCE:

**Sprint (Formerly Sprint-Nextel and Nextel Communications)** – Norcross, GA

2008-Present:

Title Project Manager III Areas of Concentration: Contracts: interpretation, negotiation and creation, Vendor Relationships.

Responsibilities include negotiation, preparation, review and successful resolution and implementation of master lease agreements with various vendors, resolution of disputes on both a large and small scale regarding interpretation of various agreements, helping colleagues develop and enhance their skills in the above areas.

2000-2008:

Title: Counsel Areas of Concentration: Real Estate, Leasing, Environmental, and Contracts.

Responsibilities include management of outside counsel; negotiation, preparation, review and successful resolution and implementation of over 700 documents including site leases, vendor contracts, and amendments with Fortune 500 companies; review of environmental reports and recommendations regarding the need for further action; management and training of direct reports; preparation of training materials for clients, training of clients and outside vendors regarding the lease process.

**TowerCom** – Atlanta, GA 2000

Title: Consultant Areas of Concentration: Real Estate, Leasing, Environmental, Zoning, and Contracts.

Responsibilities included preparation of zoning trackers; review of zoning laws; review of documents.

**Mauro, Savo, Camerino & Grant, P.A.** - Somerville, NJ 1998-2000

Title: Associate Areas of Concentration: Zoning, Real Estate, Municipal Law, Tax Appeals, and Litigation.

Responsibilities included defending municipal entities regarding their ordinances, actions of their employees, and tax assessments before Appellate and Superior courts; employment litigation; representation of and appearances before local zoning boards; preparation of ordinances; representation of developers; general advise to municipalities.

**Law Offices of Pamela Lee Matarrese** - Somerville, NJ 1996-1998

Title: Sole Practice Areas of Concentration: Litigation, Real Estate, Municipal Law, Tax Appeals, and Zoning.

Responsibilities included management of entire office, appearances on behalf of clients before local zoning boards, appearances before Appellate and Superior courts on litigation matters, training of new hires, preparation of municipal ordinances, defense of municipal entities.

**M. Anthony Vaida, P.C.** (formerly Vaida & Manfreda) - Flemington, NJ 1992-1996

Title: Senior Associate Areas of Concentration: Litigation, Municipal Law, Zoning, Real Estate, and Tax Appeals

Responsibilities included defending municipal entities regarding their ordinances, actions of their employees, and tax appeals, appearances on behalf of developers and companies before local zoning boards; representation of governmental entities; preparation of ordinances; training of other associates.



**Kelly, Gaus, and Holub** - Newton, NJ 1988-1992

Title: Associate Areas of Concentration: Municipal Law, Zoning, Real Estate, and Tax Appeals.

**Law Offices of Ed Buzak** - Montville, NJ 1988

Title: Associate Areas of Concentration: Municipal Law, Zoning, and Real Estate.

**Eisenstat, Gabage, & Berman** - Vineland, NJ 1987-1988

Title: Associate Areas of Concentration: Products Liability, Insurance Defense.

## PROFESSIONAL RECOGNITIONS:

### **Published Decisions:**

Cheyenne Corp. v. Township of Byram, 248 N.J. Super 588 (App. Div. 1991). Lead counsel. Favorable outcome.

This opinion reversed prior case law. The court held that taxpayers who choose to utilize different corporate structures to hold separate tracts of land could not then aggregate the income from the separate tracts to qualify for farmland assessment.

Goodyear Tire & Rubber Co. v. Kin Properties, 276 N.J. Super 96 (App. Div. 1994). Co-Counsel. Favorable outcome.

This was a case of first impression on the effect of an early notice of a renewal that was given outside the designated window period to give such notice. The court held that the early renewal was not detrimental to the Landlord and was therefore a valid renewal.

Alpha Bella, Inc. v. Clinton Twp., 14 N.J. Tax 597 (Hamill 1995). Lead counsel. Complicated case on the application of the bankruptcy laws on rollback taxes. The ruling was mixed with portions favorable and portions unfavorable. The court held that without relief from the automatic stay provision, the municipality did not have a valid lien on the land in question. However the court also held that the municipality could request relief from the stay and if the stay was removed Plaintiff's remaining arguments in opposition to the imposition of the rollback tax assessment lacked validity.

Rolling Hills of Hunterdon, LP v. Clinton Twp., 15 N.J. Tax 364 (Hamill 1995) Lead counsel. Favorable outcome. This was a case of first impression. The court held that a portion of the payments by nursing home patients was similar to rent and therefore nursing homes are income-producing properties.

### **Seminars and Presentations:**

- Panelist 1999 New Jersey Institute of Continuing Legal Education ("ICLE"): *Land Use Update*
- Developer and moderator of 1997 ICLE: *How to Practice before a Land Use Board*
- Panelist 1997 ICLE: *Land Use Update*
- Panelist 1997 ICLE: *Basic Skills Before A Land Use Board*
- Panelist 1996 ICLE: *Land Use Update*
- Panelist 1996 ICLE: *Basic Skills Before A Land Use Board*
- Moderator of debates between US Congressional and Senatorial candidates in 1992.
- Developer and Moderator of public debate forum on Auto Insurance Reform in the State of New Jersey.

### **Professional Affiliations, Positions and Community Activities:**

- Georgia Bar Association
- Metropolitan Atlanta Community Singers
- Trustee, Land Use Section, N.J.S.B.A.
- New Jersey Association of Elected Women Officials
- Board of Directors Somerset Chamber of Commerce
- Chairman of the Advisory Board (Previously Coordinator and an Associate Professor) for the Legal Assistant Certificate Program, Sussex County Community College
- Coach of Mock Trial Team: Princeton University



**PATRICIA YEATTS BUTCHER, J.D.**

Athens, GA 30606

## EXPERIENCE

## Athens Fit Club, LLC

### Owner and Manager

**Athens, GA**

July 2016 - Present

- Created and founded a women's only gym in Athens, Georgia.
- Manage all accounting, marketing and advertising, class organization, business development, and personal relations.
- Maintain files and administrative records, and prepare and review all business contracts and legal documents.
- Promotion via social media to maximize brand identity and generate warm leads.
- Certified as a Personal Trainer and Health Coach and formulate unique and effective 45-minute workout classes.
- Utilize customer statements to analyze savings and possible value-added services.
- Support women of all ages, backgrounds, and abilities with their health and fitness journeys.

# Hamil Little, PC.

*Associate*

*Of Counsel*

## Athens and Augusta, GA

January 2019 – Present

July 2016 – December 2018

- Advise and counsel clients on a variety of legal issues, including employment contracts, Medicaid appeals, National Practitioner Data Bank (NPDB) appeals, and administrative matters.
- Research and draft memorandums of law on a variety of civil litigation matters.
- Research a variety of issues including, but not limited to, Medicaid appeals, employment contracts, LLC legal requirements, medical records, and complimentary/alternative medicine.
- Determine legal precedent for several defendants in lawsuits regarding employment contracts, LLC pro se representation, corporate loyalty and fiduciary duties, and abandonment of practice, among others.
- Ascertain statutory law and case law to ensure that practices are compliant with legal requirements.

## Medical Association of Georgia (MAG)

*Legal Counsel and Lobbyist*

## Atlanta, GA

May 2014 – July 2016

- Led the Legal Department and consulted most often with the Departments of Government Relations, Health Policy and Third Party Payer Advocacy.
- Drafted legislation, including a multi-subject health insurance reform, and helped lobby and educate consumers, lobbyists, and legislators as a registered Georgia lobbyist.



- Represented MAG with the Georgia Composite Medical Board, Board of Pharmacy, Trauma Commission and Department of Community Health and lobbied and assisted with the promulgation and amendment of various Georgia Rules and Regulations.
- Prepared, reviewed, and worked closely with outside counsel on corporate contracts, memorandums, amicus briefs, letters, and other legal services.
- Refined operational processes, including the MAG House of Delegates process to improve efficiency by coordinating the resolution process and preparations.
- Assisted hospital employed physicians by reviewing medical staff bylaws and suggesting solutions to internal conflicts between the governing body and medical staff.
- Presented by request to Georgia physician associations and groups concerning different state and federal healthcare laws and interprets the law for consumers and physicians.
- Educated groups about healthcare law and legislation, including a Georgia State Law class in the creation of state healthcare legislation.

*Legal Analyst and Lobbyist*

August 2013 – May 2014

- Restructured and enhanced the MAG Legal Resources webpage and created numerous legal resources for members to consult.
- Assisted the Government Relations Department by lobbying and educating legislators on key healthcare concerns in Georgia.
- Created several important resources for members including a retirement guide, insurance law fact sheet, and PPACA timeline.
- Edited the MAG Model Medical Staff Bylaws and reviewed many hospital medical staff bylaws at the request of the medical staff.
- Analyzed recent court case opinions and wrote case summaries and memos.

*Legal Intern*

May 2011 – July 2013

- Composed several legal memorandums and legal guidelines on tort reform, federal health laws, and other health related issues.
- Assisted the government relations department on identifying issues affecting patients and physicians and presented findings to several state legislators.
- Provided legal analysis to key MAG representatives on issues addressing Governor Deal's Health Exchange Advisory Committee.
- Drafted MAG's website Terms of Service and the JMAG Copyright Agreement form.

**Horace Mann Insurance Agency**

*Licensed Insurance Agent*

May 2010

**Athens, GA**

February 2007 –

- Licensed to sell homeowners and auto insurance.
- Researched ways to better help clients and recruit new customers.
- Assisted clients on a daily basis by writing new policies, answering questions, and solving problems.



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## EDUCATION

**Emory University School of Law**  
*Juris Doctorate*

**Atlanta, GA**  
May 2013

**University of Georgia**  
*Bachelor of Arts in Political Science*

**Athens, GA**  
May 2010

**Oxford University**  
*Study Abroad Program in Political Science and International Affairs*

**Oxford, England**  
Spring Semester 2009

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## SKILLS AND KNOWLEDGE

- Public Speaking
- Government Relations, Advocacy and Lobbying
- Federal Healthcare Laws (HIPAA, Stark, PPACA, HCQIA, etc.)
- Small Business Management
- Marketing
- Legal Writing
- Legal Research and WestlawNext
- Georgia Healthcare Laws
- Corporate Law and Contracts
- Health Insurance
- Tort Reform
- Strategic Planning

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## FUN FACTS

Wife and mother. Avid University of Georgia football fan. Member of First Presbyterian Church of Athens. Portrait and landscape artist. Heroes are Ronald Reagan and Margaret Thatcher. Favorite book is "The Power of Positive Thinking." Enjoy investing in real estate and renovating properties.



# PHILIP RAUSCH

## EXPERIENCED TALENT MANAGEMENT LEADER

Experienced Talent Management Leader in multiple industries; Education, United States Army, and Contracting Agencies. Over twenty-five years experience in leading teams and delivering results within recruiting, training, instructional design and procurement. Proven history in achieving or surpassing goals, and improving production.



[www.linkedin.com/in/philip-rausch](http://www.linkedin.com/in/philip-rausch)



[REDACTED]



[REDACTED]

### Skills

- Recruiting and Talent Management
- Leadership
- Collaborative
- Program Development
- Business Management
- Relationship and Team Building
- Production Improvement
- Policy, Process and Procedure Development

### Experience

#### **Southeast District Director**

Troy University

6/2013 - Current

- Manages and cultivates eight recruiting sites across multi-states improving enrollments by 3 percent in the last 5 plus years
- Develops, implements and manages retention strategies; information sessions and other public affairs events to promote the university
- Establishes relationships with area businesses, companies, local, state and federal agencies, educational institutions and others to promote degree programs, continuing education programs and other related academic opportunities.

#### **Director of Admissions**

Sullivan University

11/2009 - -6/2013

- Responsible for the enrollments at the Fort Knox location, increased the enrollment by 3 to 5 percent.
- In coordination with Vice President for Enrollment Management and Executive Director established professional development goals and initiatives.
- Responsible for five recruiters located in communities outside the state of Kentucky
- Managed lead flow and distribution and monitored student projection, drop rate and retention, recommending strategies accordingly to ensure that enrollment objectives were met.



# PHILIP RAUSCH

## EXPERIENCED TALENT MANAGEMENT LEADER

### **Program Manager**

Softec Solutions Inc.

6/2008 - 11/2009

- Responsible for the Guidance Counselor Program which involves hiring, training providing direction and technical guidance to two-hundred and ninety-eight guidance counselors and staff recruiters for forty-nine of the fifty states.
- Wrote and implemented the contract for over two hundred Guidance Counselors and Staff Recruiters for the United States Army Recruiting Command.
- Administered the conversion from the previous contractor over to our company maintaining a loss rate of less than one percent.
- Developed programs to reduce the error rate of the Guidance Counselors from over 400 down to 79.
- Increased the fill rate from 68% fill rate to 98%.

### **United States Army**

Various Positions

1976 - 2000

I have served in numerous positions within my twenty-four-year career, culminating in the rank of First Sergeant, with my last assignment directing, motivating and training a forty-five person recruiting company, in support of recruiting an all-volunteer Army.

#### Highlights:

- Turned around performance of one of the battalion's poorest performing company in record time by identifying critical action items, implementing corrective personnel actions and providing training.
- Organization was among the top 25% of 41 other recruiting units during FY 2000.
- Improved Market Share from 32% to 48% and becoming the number two company in the Battalion

### Education

Ph.D.: Higher Education Adult Learning Walden University Minneapolis, MN

Master of Science: Business Management 2013 Sullivan University Louisville, KY

Master of Science: Human Resources Management 2012 Sullivan University Louisville, KY

Bachelor of Science: Business Management 2008 Sullivan University Louisville, KY



# RACHEL N. MACK

Augusta, Georgia 30901 ·

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Versatile, seasoned attorney with experience that is easily adaptable to positions in a variety of work environments and industries. Especially well-practiced in the areas of government and municipal law, regulatory and administrative compliance, business law, employment law, and contract law. Highly skilled at drafting and negotiating complex agreements, contracts, licenses, and other legal documents. Experienced policy and procedures developer.

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## EDUCATION

**University of Hawaii, Shidler College of Business** **Honolulu, HI**  
***Master of Business Administration with a focus on APAC Region*** **2010-2012**  
*Study at Sun Yat-Sen University* *Guangzhou, China*  
*3.74 G.P.A. (Top 10% of Class)*  
*2011 China International MBA Chinese Speech Competition Winner*  
*Graduated Cum Laude*  
*China International MBA Scholarship Recipient*

**The Chinese University of Hong Kong** **Shatin, HK**  
***Masters of Laws (LLM), Chinese Business Law*** **2008-2009**  
*Graduated in top 25% of class*  
*Chinese University of Hong Kong Full-tuition Scholarship Recipient*

**Ohio Northern University** **Ada, OH**  
***Juris Doctorate, J.D.*** **2005-2008**  
*Graduated top 25% of class*  
*Intellectual Property and Business Focus*  
*2007-2008 Ohio Northern Full Scholarship Recipient*  
*Book Award (highest grade in the Course) in Constitutional Law*  
*Book Award (highest grade in the Course) in Business Organizations*

**University of West Georgia** **Carrollton, GA**  
***Bachelors of Arts, International Economic Affairs*** **2001-2004**  
*Graduated 1<sup>st</sup> in Class*  
*Summa Cum Laude*  
*Honors College Graduate*  
*Georgia Academic Recognition Day Scholar 2004-2005*

## EXPERIENCE

**Augusta, Georgia Law Department** **Augusta, GA**  
***Staff Attorney*** **July 2015-present**  
Serving as counsel representing the legal interest of Augusta, Georgia for the Mayor and the Augusta Commission and assigned Augusta, Georgia Departments, in accordance with Federal, State, and local laws; evaluating the nature of legal issues presented; researching internal



regulations, policies and procedures or relevant law; writing legal opinions and memoranda; assisting with the preparation and review of documents and protocol for legal compliance with all Federal, State, and local regulations and standards.

- **Attorney to the Human Resources Department:**

- Assist the human resources department in providing services to over 2,800 employees;
- Provide legal guidance and interpretation as it relates to the employee policy and procedure manual; also provide recommendation on employee hiring, firing, and disciplinary issues;
- litigation on behalf of Augusta for employee-related lawsuits in State and Federal Courts
- Draft and review policies and employee-related issues for FLSA, ADA, EEO, ADEA, and FMLA compliance;
- Perform investigations, review, and analysis of all ADA, EEO, ADEA, and FMLA complaints by employees;
- Resolving all employee matters related to all employee benefits;
- Drafting and submitting EEOC position statements on behalf of the Augusta, Georgia Consolidated Government;
- Drafted the Augusta, Georgia Whistleblower Policy for employees to provide a system for employees to report government waste, fraud, and corruption in compliance with the George Whistleblower Policy; and
- Review, draft, and negotiate contracts and Request for Proposals (RFPs) and Request for Qualifications (RFQs) for all Human Resources Department vendors, professional service providers, and contractors,

- **Attorney for Daniel Field Airport and Bush Field Airport:**

- Assisting with 20:1 obstruction mitigation which consists of contacting property owners and drafting and negotiating easements and property acquisitions.
- contract and lease drafting, negotiating, and review with lessees, vendors, and consultants;
- Respond to FOIA and open records requests concerning the airports;
- legal advisor to the General Aviation Commission responsible for the management aspects of Daniel Field Airport and the Augusta Aviation Commission at Bush Field Airport;
- Ensure compliance with all FAA and GDOT rules and regulations regarding airport operations;
- Review, draft, and negotiate contracts and Request for Proposals (RFPs) and Request for Qualifications (RFQs) for all airport vendors, professional service providers, and contractors, including Federal DBE Compliance and other federal regulations;
- Responsible for compliance with FAA and GDOT Block Grant regulations regarding procurement leases of airport property, procurement of goods and services, and disposition of property;
- Addressing local issues such as unmanned flying aircraft ordinances and revenue diversion issues that have affected the local airports;
- Resolving airport employee human resources issues involving employee grievances, EEO issues, ADA issues, FMLA issues, FLSA issues, disciplinary matters, and employee benefits matters;
- Resolving any litigation related to both airports from employment-related to contract disputes; and
- Serve as legal counsel at all Committee and Commission meetings of the General Aviation Commission and the Augusta Aviation Commission.



- **Attorney to the Environmental Services Department:**
  - Contract and lease drafting, review, and negotiation for goods, services, and leases of Landfill property;
  - assist with the preparation and review of documents and protocol for legal compliance with EPA and EPD regulations and standards;
  - Review, draft, and negotiate contracts and Request for Proposals (RFPs) and Request for Qualifications (RFQs) for all Environmental Service Department vendors, professional service providers, and contractors;
  - Drafting ordinances, policies, and procedures regarding scrap tires, vacant lots, and other environmental matters for the department;
  - Resolve any litigation related to the Environmental Services Department;
  - Serve as legal counsel to Keep Augusta Beautiful and perform all legal services for the Board as required including, but not limited to ordinance drafting, contract reviews, volunteer waivers, and property access agreements;
  - Assure that all landfill property uses are in strict compliance with EPA and EPD regulations; and
  - Serve as legal counsel to the Environmental Services Department in any litigation from property disputes to employee grievances.
  
- **Attorney to the Richmond County Board of Elections**
  - Perform contract drafting, review, and negotiations on behalf of the Board of Elections, including, but not limited to MOUs, Intergovernmental Agreements, and purchase agreements;
  - Respond to all FOIA and Open Records requests on behalf of the Board;
  - Represent the Board of Elections and its members in all litigation matters including election contests, ADA compliance matters, recall petitions, and any other voting rights challenges by citizens;
  - Ensure are actions taken by the Board of Elections is in compliance with the State Election Code;
  - Serve as legal counsel for the Board of Elections at all Board Meetings;
  - Provide official legal opinions and guidance as requested by the Board of Elections and its Executive Director; and
  - Assist with the procurement of materials as required for conducting elections, such as procuring new voting machines from other local governmental entities.
  
- **Attorney for the Augusta Transit Department**
  - Perform all contract drafting, review and negotiations for the Transit Department in accordance with both Federal and State laws and regulations;
  - Responding to FOIA and Open Records requests on behalf of the Department;
  - Resolving any litigation-related concerns on behalf of the Department;
  - Ensuring compliance with federal and state requirements concerning the operation of the Transit Department;
  - Knowledgeable about the MPO planning process and requirement compliance;
  - Experienced with Title VI compliance for para-transit and fixed route transit;
  - Serving as legal counsel to the Citizens Transit Advisory Board to ensure that citizen transit concerns are relayed to the Augusta Commission;
  - Proving and necessary ordinances or policies to assist with the operation of the Transit Department;
  - Assuring that all Transit Procurements follow FTA requirements regarding each type of procurement and contract requirements for said procurements;



- Assuring that Transit provide all proper documentation for its procurement practices and DBE compliance for Triennial Reviews; and
  - Assisting with the drafting of the terms for ITBs, RFQs, and RFPs for all Transit Department procurements.
- **Attorney to the Augusta Procurement Department**
    - Drafting legal documents, contracts, briefs and opinions as requested by the Augusta, Georgia Commission and/or the Procurement Director;
    - Assist with the preparation and review of RFQ/RFP/ITB's for vendor and professional services contracts;
    - Defend Augusta in litigation related to the procurement of goods, services, and public works construction contracts, which includes defending Augusta in all Bid protests;
    - Assist the Procurement Department with any bid-protests and administrative matters before the Augusta Commission or the Augusta Administrator;
    - Assist with the drafting ordinances, resolutions, policies, and procedures for the Procurement Department;
    - Assuring that all contract documents conform to the requirements of the Augusta Procurement Code, applicable state and federal regulations, and the requirements listed within each ITB, RFQ, and/or RFP documents; and
    - Provide all responses to requests under FOIA and the Georgia Open Records Act on behalf of the Augusta Procurement Department.
  - **Attorney to the Augusta Information Technology Department:**
    - Drafting, reviewing, and negotiating licensing, maintenance, and servicing agreements, such as software licensing, cloud computing, and various sales related agreements;
    - Reviewing contracts for compliance with internal policies and procedures, as well as State and Federal laws;
    - Conducting research and analyzing terms and conditions to ensure Augusta's interests are protected and safeguarded against potential liability related to privacy issues and cybersecurity;
    - Work with and advising clients directly, as well as providing guidance and practical solutions, on various technology related policies and transactions;
    - Assisting with the drafting of the terms for ITBs, RFQs, and RFPs for all Information Technology Department procurements; and
    - Ensuring that the terms and requirements described in all ITBs, RFQs, and RFPS are satisfied and accounted for within the contract documents;

**Mack and Harris, P.C.**  
*Associate Attorney at Law*

**Forest Park, GA**  
**May 2008-July 2015**

- Assistant Attorney for Economic Redevelopment for municipalities and business development authorities providing all legal services required and necessary for the clients (City of Forest Park, Georgia and the College Park Business and Industrial Development Authority (CPBIDA)):
  - From 2012 until 2015: Served as Project Manager for CPBIDA Manchester Pointe Project for the acquisition of over 200 residential and commercial properties worth over \$50,000,000 for major economic redevelopment project;



- From 2010-2013: Served as Project Manager for the City of Forest Park High-Speed Rail project: responsible for acquiring EB-5 Investors from the APAC region as well as providing additional tax credits through the creation of an enterprise zone and an opportunity zone in Forest Park at the former Fort Gillem property.
- Assistant Attorney for the Clayton County Civil Service Board:
  - Served as Parliamentarian for the Civil Service Board at monthly Board meetings and Employee Appeal Hearings;
  - Represented the Civil Service Board at employee appeal hearings for demotions and terminations by guiding the Board with legal advice;
  - drafting all necessary notices for hearings on behalf of the Civil Service Board and the Final Decision of the Board;
  - Responded to all FOIA and Georgia Open Records Act requests on behalf of the Civil Service Board; and
  - Providing legal representation to the Board in litigation.
- Corporate legal advisor for small to medium-sized enterprises in the following areas:
  - Provided legal consultation for incorporation and taxation categories best suited to each client's business; drafted and filed all required documentation;
  - Provided assistance and consultations to organizations to create their ERP strategies and provided training to employees to help improve efficiency and productivity in the organizations;
  - Provided intellectual property protection in the areas of trade secret, trade mark, and copyright law: including initiating lawsuits for infringement and defending lawsuits for infringement, filing the required paperwork with the USPTO to acquire intellectual property rights in the United States and for international protection under the Madrid Protocol, and filing appeals of any USPTO decision not granting intellectual property protection; and
  - Provided human resources guidance in the areas of federal employment statute-related lawsuits, business immigration, employment contract drafting, separation agreements, non-disclosure agreements, and non-compete agreements.
- Assistant City Attorney (former) for the City of Forest Park, Georgia for 4 years:
  - Providing all legal services for the City of Forest Park, specifically, employment law in the areas breach of contract workers compensation, immigration issues such as visa and e-verify programs, and termination issues, city taxation, tax sales, business licenses, drafting leases and rental agreements for the city, pursuing and defending city litigation, city project management, ethics and government compliance issues, executive position conflict issues, Open Records Act requests, FOIA and privacy policies, and city ordinance creation and amendments.

**Balmbees, Inc. (Vingle Project)**  
***Legal Expert and U.S. Marketing Manager***

**Seoul, South Korea**  
**Feb. 2012-August 2012**

- Start-Up Advisor for English Speaking and German Speaking Markets;
- Provided legal counsel on intellectual property matters from copyright to trademark law as well as performed the legal filing requirements to obtain copyright and trademarks both in the United States and Internationally;
- Created legal guidelines for advising both international and domestic employees on all issues pertaining to their employment such as substance abuse, sexual harassment, discrimination,



health and safety, immigration issues, and other labor laws. (Required working knowledge of Korean Employment Law and American Employment Law);

- Created Company Privacy Policy, User Terms and Conditions, Community Manager Guidelines, Copyright Policy, and Community Guidelines for the Vingle Website; and
- Discover channels for marketing the company throughout the Western Markets and make helpful connections with advertisers

**Mack and Harris**  
**Law Clerk**

**Stockbridge, GA**  
**August 2005-May 2008**

- Learned firsthand how to draft contracts, pleadings, memoranda, appellate briefs, and perform legal research from practicing attorneys with over 75 years of legal experience;
- Learned how to organize files used in trial preparation for other attorneys;
- Learned client interaction skills to improve my practice of law in the future;
- Researched and prepared first appellate brief, which was sent before the Supreme Court of Georgia; and
- Successfully contributed to the revenue stream of the law firm through my research and legal document drafting.

## **ADDITIONAL INFORMATION**

### **Bar Memberships and Court Admissions:**

- Licensed to practice law in the State of Georgia since 2009 (Member in Good Standing). Bar No: 104990;
- Member of the Georgia Bar Association
- Member of the Augusta Bar Association
- Admitted to practice before the United States District Court, Southern District of Georgia
- Admitted to Georgia Court of Appeals and Georgia Supreme Court

**Languages:** Mandarin (Intermediate); German (Advanced); English (native)

**Other Skills:** Proficient in Microsoft Office Suite, Lexis Nexis, Westlaw, Casemaker, PACER, and Fastcase.

### **Community Involvement:**

- Member of the Leadership Augusta 2019 Class
- Volunteer at the Golden Harvest Food Bank
- Panel Member for the Community Foundation for the Central Savannah River Area

## **References:**

Honorable Robert Mack, Jr.  
Superior Court Judge of Clayton County, Georgia

[REDACTED]  
[REDACTED]

Joe M. Harris  
Harris Legal Services, P.C.

[REDACTED]  
[REDACTED]



Becky Shealy  
Augusta, Georgia Consolidated Government  
Augusta Aviation, Inc.  
Daniel Field Airport Manager

[REDACTED]

[REDACTED]

Kenneth S. Bray  
City of Atlanta  
Deputy Chief Counsel of Procurement

[REDACTED]

[REDACTED]

Geri A. Sams  
Augusta, Georgia Consolidated Government  
Director of Procurement

[REDACTED]

[REDACTED]



**Ramses Frangie, Esq.**

[REDACTED]  
[REDACTED]  
Canton, GA 30115  
[REDACTED]

**Bar Admissions**

State of Georgia, May 2017.

Republic of Mexico, February 1998.

**Education**

**June 2016** LL. M. for the practice of law in the U.S. | Magna cum laude | GPA 3.73 | Georgia State University, Atlanta, Georgia.

CALI Award for the highest grade in Constitutional Law II: Individual Liberties. Spring 2016.

CALI Award for the highest grade in Evidence. Spring 2016.

**June of 1997** LL.B. | I.T.E.S.O. (Technological Institute of Superior Studies of the West) | GPA 3.0 | Guadalajara, Jalisco; Mexico.

**Thesis:** Difference between Real rights and Personal rights (Property and Contract Law / Spanish) | December 1997 | Thesis Examination: February 1998

**Languages:** Fluent in Spanish and English.

**Employment Experience**

**04/2019: Castro Law, P.C. | Associate Attorney—Atlanta, GA**

- Civil Litigation.
- Motion Practice.
- Fact and legal analysis.

**04/2018 – 04/2019: Fulton County District Attorney’s Office | Assistant District Attorney, Public Integrity Unit—Atlanta, GA**

- Criminal Prosecution.
- Criminal Investigation.
- Fact and legal analysis.
- Drafting legal opinions and recommendations.

**07/2017 – 04/2018: Frangie Law, LLC. | Milton, GA | Solo Practitioner—Milton, GA**

- Solo practitioner.
- Real Estate Law.

**05/2011 – 07/2017: J. G. Wentworth Home Lending, Inc f/k/a WestStar Mortgage, Inc. | Branch Manager – Roswell, GA**

- Responsible for every aspect of the branch such as, budgeting branch expenses, recruiting, hiring, and implementation of mortgage compliance guidelines.



**08/2000 – 12/2010: Lenox Financial Mortgage, LLC | Executive Director of Internet Markets | Atlanta, GA. Concurrently from 01/2007 to 08/2008: Lenox Financial Mortgage, LLC. | Licensing Director**

- Pioneered the Internet Market Division by designing and supervising the development of the website front and back end. Focusing not only in the design but on the work flow of the entire system.
- Registered and managed trademarks & patents
- Coordinated with outside counsel on trademark and patent filings and prosecution.
- Protected the company's intellectual property through the World Intellectual Property Organization
- Draft, review and execution of contracts and service agreements.
- Managed and audited production of over 150 loan officers.
- Managed multimillion dollar online advertising campaigns with Google, Yahoo and MSN.
- Designed and overviewed the development of proprietary contact manager software.
- Directly handled customer complaints and took measures to correct the cause of the complaint to minimize the possibility of repetition.
- Pioneered the implementation of the National Mortgage Licensing System for the company.
- Licensed the company and dealt with over 30 different state departments of banking to accomplish this goal.

**05/1999 – 08/2000: Eidson & Associates, PC Law Firm | Foreign Law Consultant & Law Clerk | Atlanta, GA**

- Managed lawsuits in Mexico, serving as a liaison between the US firm and local counsel in Mexico.
- Immigration law, criminal law, family law, and international law.
- Draft, review and execution of contracts.
- Draft and review of motions, pleadings, memorandums, interrogatories & briefs
- Trial preparation
- Conducted client and witness interviews
- Legal research

**12/1997 – 05/1999: Consulate General of Mexico – Department of Protection - Legal Advisor - Atlanta, GA**

- Interpretation and clarification of Mexican Law
- Legal Research
- Investigating and addressing abuses against Mexican nationals living in the US
- Dealt with issues regarding immigration law, criminal law, family law, diplomatic relations and international law.
- Responsible for transfer of Mexican criminals from US prisons to Mexican prisons via US-Mexico treaty.
- Support for Mexican Nationals in Immigration Raids.
- Interview and evaluation of individuals seeking to obtain a Mexican visa.



### **Extracurricular Academic Recognitions, Achievements & Diplomas:**

Diplomat: Human Rights and Imprisonment  
Awarded by the Dean of the School of Law of the ITESO  
December 1993

Course: Where is Mexico headed? Presented by The National Association of Young Mexican Entrepreneurs  
Awarded by The Employer's Confederation of the Mexican Republic (COPARMEX)  
Summer of 1994

First Course in Actualization on Commerce Law  
Awarded by the Dean of the School of Law of the ITESO  
October 1994

Recognition: Participation with the State's Elections Authority  
Providing Transparency to Local Elections  
Awarded by The Electoral Counsel of the state of Jalisco  
March 1995

Recognition: As Vice President of the Student Council at ITESO  
From 1994 to 1995  
Awarded by the Dean of the School of Law of the ITESO  
September 1995

Course: Writ of Amparo (Constitutional Rights)  
Awarded by the Dean of the School of Law of the ITESO  
November 1995

Recognition: For participation in The European Union conference cycle  
Awarded by the Dean of the School of Law of the ITESO  
April 1996

Recognition: Participation as a speaker in the Public Consult to Reform the Executive Power  
Awarded by the State of Jalisco Executive Commission for Political Reform  
July 1996

Recognition: Social Service in Urban Promotion  
January to July 1996  
Awarded by the Mexican Secretariat of Social Development  
November 1996

Recognition: Participation as a speaker in the Consult Forums for the Reform of the State's Judicial Branch  
(Some proposed ideas were used by the state legislators to amend article 56, 57 & 58 of the constitution of the state of Jalisco which dealt with judicial term limits)



Awarded by the Governor of the State of Jalisco  
October 1996

Recognition: For Assistance and Participation in the 30 hour Third Law Journey from November 11<sup>th</sup> to 16<sup>th</sup> 1996

Awarded by the Dean of the School of Law of the ITESO  
November 1996

Recognition: As a member organizer and speaker in the conference cycle of Administrative Justice in Mexico. Actuality and Perspectives.

Awarded by the Dean of the School of Law of the ITESO and by the president of the state's Administrative and Contention Tribunal  
March 1997

### **Housing Courses taken in 2015:**

- Analyzing the Fair Credit Reporting Act
- Banking Secrecy Act.
- Completing the Good Faith Estimate (GFE)
- Complying with the MDIA
- Essentials of Mortgage Lending
- Ethical Practices in Mortgage Lending
- Evaluating ECOA
- Examining Insider Lending
- Examining the USA PATRIOT Act
- Exploring HOEPA Revisions
- FACT Act: Getting to Know the Red Flags Rule
- Fair Lending - Consumer Protection Laws
- Fair Lending - Lender Responsibilities
- Fair Lending - The Essentials
- Fulfilling RESPA Requirements
- Getting to Know the Truth in Lending Act
- Implementing the Anti-Money Laundering Rules of the BSA
- Interpreting the Housing and Economic Recovery Act
- Privacy in Mortgage Lending
- Recognizing the Impact of the SAFE Act of 2008
- Regulatory Compliance for Mortgage Lenders
- The Practical Application of HMDA



# Randall C. Johnson



East Point, GA 30344

## Professional Summary

I volunteered once to serve my country by myself, now I would like to volunteer again with other professionals, in order to serve my country, as part of my bucket list as a Georgia Senator. [50 years as a Gospel Minister of Jesus Christ, Son of the Living God](#), and 35 years of IT combined experience, has given this Marine a unique perspective of how to work with people and computer networks, that must work together to achieve the impossible for the State of Georgia and our nation. This Marine is proficient to utilize my skills and apply my training as an accomplished computer programmer, to suggest ways to protect our nations online computer infrastructure, and stop [cyber criminals](#) by [encrypting all source code for all online materials](#), and [right click disabled secured e-commerce web site](#), to protect from Internet Pirate Invasion – Please view the perfect examples of our [secure online projects](#) that can be seen by current online browsers and also proficient in Producing, editing, Compressing, and converting [decade old videos](#) to be reviewed online on all electronic on all platforms with devices such as [IPhone](#), [IPad](#), [IPod](#), [Tablet](#), or [Droid](#) that are connected to the Internet. Also would like to suggest ways how to launch online programs that are Cyber Criminal protected from online attack for the state of Georgia and across USA that are [online inspirational Films designed from Editors & Film Producers](#) - targeted for the entire family for the state of Georgia and across USA the 21st Century.

Also would like to introduce how to help all U. S. Veterans accomplish what this Marine completed within a thirty day period all [online](#). If given the opportunity this Marine can save **VA 2 Billion Dollars in operations** after set up and the testing is completed, one year after the initial launch.

## Fundamental Skills

DOS 4, 5, 6, **PYTHON**, **HTML 5**, **HTML Code Encryption DHTML/HTML**, **XML,XSL,COBOL**, **C**, **C + JavaScript**, **ASP**, **DB2,DB2**, **VB Script & SQL 7 UNIX (AIX) 4.0**, **CSS**, **JAVA**, **CGI/Pearl**, **JAVA Beans**, **Servlets**, **QR Reader developer for mobile ready devices**. MS Office Products & MS Operating Systems Applets, & RedHat Linux 6.1, encrypted protected shopping Carts/E-Commerce Adobe 5.5, **Adobe PhotoShop CS6**, Adobe Illustrator Front Page 2000, Hotdog, **Dreamweaver CS6 3/4/Interdev**. Adobe AfterEffects, Ulead PhotoShop, online multimedia infusion, GIF Animator 4.0, J2EE, MS Visual SourceSafe, Cold Fusion 4.0

Developing customized online projects for the 21st Century for every culture around the world - that can be seen on all mobile devices around the world.- with online security measures in place to protect images, source code, and all e-commerce transactions from online invasions.



## Professional Experience VISION INCORPORATED

Atlanta, Georgia

**Principal/Senior Chief Web Architect Engineer December 2002 – Presently Retired.**

Initiate and develop web based and e-business contractual work. Proposals are specifically targeted to the **Christian communities, Corp, Gov, & Political arenas**. We are proficient at mobile ready **VEB Video E-mail Brochures** that are source code protected to drive Internet Traffic back to web sites – Example of Projects below: The projects below are dated but all VEB are source code protected.

Churc

onvention

mall Busines

Political GOP

DEM



# Rebecca King

678-618-3976

kingr1324@yahoo.com

1324 Diamond Hill Ch Rd, Maysville, GA 30558

www.linkedin.com/in/rebecca-king-806150aa

## ADMINISTRATIVE PROFESSIONAL

### CUSTOMER SERVICE | RETAIL

Dynamic Professional with a keen ability to assist individuals with the necessary skills to perform the functions of their job. Strong customer service skills and adept at fostering improved interpersonal skills within teams. Strong morals and ethics, ensuring honesty, reliability and ability to responsibly undertake tasks. Strong understanding of the need for flexibility, supporting last-minute demands and changes. Trusted in non-supervised atmospheres, independently completing assigned job tasks.

### COMPETENCIES

#### Customer Service

- Go above and beyond to ensure customer is delighted.
- ☑ Flexibility to deal with customers with diverse needs.
- ☑ Consistently maintain a positive attitude and enjoy helping people.

#### Organization & Time Management

- ☑ Produce quality work even when under extreme time pressure and deadlines. ☑
- Proven ability to understand and follow instructions to successful conclusion. ☑
- Many years of experience successfully managing and organizing complex workload.

#### Communication, Interpersonal & Coaching

- Collaborate in teams to produce quality results. ☑
- Coach others to achieve desirable behaviors and positive outcomes.
- ☑ Exceptional verbal and written communication skills and effective listener.

#### Problem Solving ☑

- Problem solver who quickly grasps complex situations and turns them into manageable tasks resulting in impactful solutions.
- ☑ Accurately record, remember and verbally communicate detailed information.
- ☑ Innovative and fearless in approaches to difficult issues.

### PROFESSIONAL EXPERIENCE

ESS, Cherry Hill, New Jersey	2019-present
<b>Substitute Teacher</b>	
Walmart, Oakwood, GA	
<b>Customer Service/Cashier</b>	2018-2019
Goodwill of North Georgia, Oakwood, GA	
<b>Job Coach/Customer Service Representative</b>	2013 - 2017
Gainesville Eye Associated, Gainesville, GA	
<b>Front Office Administrator</b>	2012 – 2013
Community Bank & Trust, Cornelia, GA	
<b>Customer Service Representative</b>	2006 – 2008
Wal-Mart, Commerce, GA	
<b>Cashier</b>	2006 – 2006
Regions Bank, Gainesville, GA	
<b>Administrative Assistant/Loan Department</b>	2003 – 2005



### **SELECTED ACCOMPLISHMENTS**

- Planned and taught Job Readiness Training classes, building practical and behavioral skillsets necessary to conduct a job search and obtain competitive employment.
- ☐ Provided Hands on Job Coaching, optimizing effective learning ☐
- Served as liaison for Intensive Services, strengthening communication and collaboration.
- ☐ Assisted in the display and merchandise presentation for the sales floor, improving sales and customer service standards.
- ☐ Determined quality of merchandise and prepared it for the sales floor, enhancing consistency and product presentation.
- ☐ Processed financial transactions with a high degree of accuracy.
- ☐ Promoted products and services; consistently cross-sold products at every opportunity.

### **CERTIFICATION**

**Organizational Leadership - Athens Technical College, Athens, GA**

### **EDUCATION**

**Associate Degree - Healthcare Management Technology**

Lanier Technical College, Oakwood, GA

**Associate Degree in Applied Science**

Gainesville State College, Oakwood, GA



# Rich Bennett

Byron, Georgia 31008

## **Peach County Board of Commissioners — IT Manager**

December 1998 - Present Responsible for all aspects of Information Technologies for all departments of the organization. Prioritize departmental budget requests and submit consolidated budgets to Commissioners. Work with all department heads to ensure their needs are continually met. Created and maintained a 15-location Wide Area Network with central Network Operations Center. Participated in Economic Development, Comprehensive Planning, and Community Service projects.

## **The Bennett Administration — President** *April 2017 - Present*

## **Georgia Peach Festival — President & CEO** *June 2007- July 2012*

## **ComputerOne — Vice President** *December 1995 - March 1998*

## **EDUCATION**

### **Georgia Southern University — Bachelor of Business Administration**

– Management *June 1992 - December 1995*

## **COMMUNITY SERVICE, PROJECTS, COMMITTEES**

### **Pre-Disaster Mitigation Planning Committee – May 2018–Present**

### **PC Trojan Cheer Boosters – President, 2014–17**

### **PCHS Local School Governance Team – Vice Chair, 2016–18**

### **I-75 Corridor Council – Public Relations Committee, 2016–Present**

### **World’s Largest Peach Cobbler – Head Chef, 2006–Present**

### **Peach County Comprehensive Planning Committee – Co-Chair 2006, February 2016–Present**

### **PCHS Parent Council – 2015–16**

### **City of Fort Valley – FLY Friday Committee 2012**

### **Peach County Chamber of Commerce – Tourism Committee 2008, 2018–Present**

### **ShelterBox USA – Marketing Associate, Rotary Club Liaison, March 2015–Present**

### **Kiwanis Club of Fort Valley – Member 2006–Present, President 2014–15**

### **Rotary Club of Byron – Member, 2010–Present, President, 2014–15, Secretary-Treasurer, 2017–Present**

### **Kiwanis Georgia District – Lieutenant Governor 2016–17**

### **Kiwanis Georgia Online – Charter President 2017–18**

### **First Baptist Church Fort Valley – Youth Committee, Audio Visual Committee**

## **SKILLS**

Government Administration  
Project Management · Budgeting  
Meeting Management · Public Relations · Event Management  
Graphic Design · Data Mining  
Strategic Planning · Photography  
Nonprofit Leadership · Social Media · Network Administration  
Server Management

## **AWARDS & CERTIFICATIONS**

Federal Emergency Management Agency, National Incident Management System Certified  
Local Government Administrator

University of Georgia Carl Vinson Institute of Government, Local Government Management Certification

Middle Georgia Community Action Agency, Reasonable Suspicion – Supervisor Certification

Peach Regional Chamber of Commerce, Durward Gassett Award for Service to the Community 2012, Spirit of Community Award 2018

Kiwanis International Distinguished President Award 2015

Rotary International  
Paul Harris Fellowship 2017



# Richard Giddeon

Atlanta, Ga 30328

## Education

Bachelor's Degree - 1993  
University of South AL

## Certifications:

6 Sigma Greenbelt  
INPO Certified Instructor  
ANSI 3.1 Sr HP  
Firefighter/First Responder  
Nuclear Plant Operator  
Submarines

## Experience

IT Management  
App Design/Development  
ERP Implementation  
Business Intelligence  
Six Sigma  
Technical Writer  
Process Improvement  
Business Analysis  
Project Management  
Nuclear Plant Operations  
Health Physics  
Training TSD/Adult Ed

## Systems/Applications

Oracle ERP  
MS Dynamics/CRM  
Business Objects  
Cognos  
SAP ERP  
Great Plains ERP  
Cold Fusion

## Other

MS Office  
MS Project  
MS Analysis  
SharePoint  
Exchange/AD  
Visio

Consultant – Atlanta, Ga

**CIO Services – Jan 2017 – present**

Provide IT Management Services to various clients focusing on Business Analysis, Process Improvement, and Cost Out.

CBRE – Atlanta, Ga

**IT Director, General Electric, Performance and Innovation Mgt. Office – June 2015 – Sept 2016**

Responsible for delivering Hybrid PeopleSoft ERP/CMMS. Project Manager for OBIEE Dashboard Reporting Solutions. Implemented Global Reporting Solution which resulted in 100% compliance with KPI's and cost out in excess of 200K in first six months with cost savings projected to exceed 500K per year going forward. Managed Oracle PeopleSoft user implementation and training for over 150 users. Responsible for data quality in PeopleSoft, OBIEE, and MS CRM applications for over 450 GE Facilities worldwide.

ABB Inc. – Atlanta, Ga

**Consultant/PMO Lead, Business Intelligence – May 2014 – Nov 2014**

Responsible for BI projects, leading BI PMO, Change Acceleration, User Training, and SharePoint implementation in support of Business Intelligence Program. ABB uses multiple ERP's including Oracle and SAP with Business Objects.

Segrest Inc. - Atlanta, GA

**IT Director/CIO – Sept 2006 – Dec 2013**

Responsible for the overall management of the IT Organization. Project Manager for ERP Implementation to integrate operations of multiple companies. Developed a consolidated IT infrastructure by converting multiple networks into a single cohesive multistate architecture while migrating to a single ERP (Microsoft Great Plains). Responsible for all system integrations, servers including Exchange and AD, backups, communication systems, and emergency power. Responsible for leading process change through Change Acceleration Processes across the organization. Created multiple customer facing web sites to support sales and led the overall design and development of the corporate intranet. Created web based process to support multi-state sales force supplying over 700 Wal Mart Stores which led to annual savings in excess of one million dollars..

General Electric - Atlanta, GA

**IT Manager/Business Analyst/Knowledge Manager – Sept 1999-May 2006**

As IT Manager I was responsible for overseeing 200 plus contract IT Employees including all aspects of off-shore development. As a Business Analyst and Project Manager I supported the design and development of numerous web based applications including GE PowerSmarts a 125 million dollar project used to support the operation and management of gas turbine power plants located throughout the world. As IT Project Manager in support of the implementation of Oracle ERP and for development and design of data warehouse and implementation of Business Intelligence Projects using both Business Objects and Cognos. Using 6Sigma processes I was responsible for supporting the development of numerous projects including converting 6Sigma Training to Computer Based Training.

## Westinghouse Nuclear/Nuclear Support Services

**Health Physics/Nuclear Plant Operations and Training – May 1989 – Sept 1999**

As a consultant to the Nuclear Industry and Department of Energy I worked at numerous nuclear facilities throughout the US as a Nuclear Plant Operator, Trainer/Instructor, Health Physics Technician, Emergency Planner and Technical Writer. I was a certified Senior Instructor in Training Systems Development and Training Systems Design and an ANSI certified Senior Health Physics Technician.

United States Navy USS Gato (SSN) 615

**Nuclear Plant Operator**

Served aboard a nuclear powered submarine as a Nuclear Plant Mechanical Operator and Engineering Laboratory Technician.



# RICHARD MCGOWAN

SNELLVILLE, GA 30078

## EXPERIENCE

09/07/2013– 12/31/2018

**ACCOUNT MANAGER, PROJECT MANAGER, SPECIAL OPERATIONS MANAGER  
MOOSE EXHIBITS, NORCROSS, GA**

All the things that you would expect to be associated with these job titles. Primary source of contact with clients after initial sale. Supervising construction, quotations, designs, purchasing, logistics, installations and dismantles all over US and Canada. Very heavy travel schedule, highly regarded by coworkers and clients.

04/20/2011– 09/06/2013

**FIELD SUPERVISOR, EXPOTECHNIK AMERICA, NORCROSS, GA**

I was actually hire to be the “all in one” for AstraZeneca, Account Manager, Project Manager, Field Supervisor AND save the account. I did save the account, along with others, but between the time I was hired and the day that I actually started, the upper management at ET was restructured and my job would have put me in multiple divisions. The exhibit manager for AstraZenca told me that that they were right on the edge of walking away and that I was solely responsible for them staying at ET. The exhibit manager for Tyco Security told me the same thing. This was two of the three top accounts at ET. Very heavy travel schedule all over US and Canada. Supervising installations and dismantles. Client meetings, project management meetings etc. .

03/15/1993-04/20/2011

**RENAISSANCE MANAGEMENT, NORCROSS, GA**

Field Supervisor I&D, but much much more. Heavy travel all over US and Canada. Also working at exhibit houses, such as Ideas, Spoon, Elite, Fusion etc.. Lead man for many class A clients, Coca Cola, GE, IBM, GMC, Remington, Sprint, AT&T, Ford. Described as “heavy hitter” and often assigned to the “hard to please” clients.

## SKILLS

- Keeping clients happy and jobs profitable.
- I can build an exhibit from the ground up.
- I have done nearly everything in the trade show and exhibit business and am highly regarded by employers and clients.



# ROBERT HARRIS CHILDERS

Ringgold, Georgia 30736

**SUMMARY OF QUALIFICATIONS:** Thirty-three years of experience in state government and community involvement, including executive level leadership for the Georgia Department of Community Supervision and the Governor's Office of Transition, Support, and Reentry.

## EXPERIENCE

### **CorrectTech, Decatur, GA**

**2018 – Present**

#### **Consultant**

- Partner with a **GovCIO Outlook 2019 Top Ten Corrections IT Solutions Provider** to assess operations and recommend best practices for product enhancement and business development. Design and manage innovative projects to improve intervention and recidivism outcomes for nationwide criminal justice service providers.

### **Georgia Department of Community Supervision, Atlanta, GA**

#### **Deputy Director of Field Services, (Ret.)**

**2016 – 2019**

- Developed department policy and procedure.
- Created and maintained the automated Transition Accountability Plan (TAP3) case plan project developed during the Georgia Prisoner Reentry Initiative (GA-PRI) Criminal Justice Reform movement.
- Led the Interactive Technology Unit for Body Worn Camera distribution and video review, Electronic Monitoring services, Mobile and Emergency Communications, Offender Self-Report Contact Center
- Developed the DCS Personalized Responses for Offender Adjustment and Community Transition (PROACT) policy for effective sanctions, rewards, and incentives to promote behavior change
- Promoted the Reentry Partnership Housing Initiative and Transitional Housing Operations designed to reduce the cost of incarceration and improve offender supervision outcomes.
  - Led program expansion to include Accountability Courts, probationers, and increase capacity for all participants.
  - Initiated and coordinated a ground-breaking inter-departmental effort to provide improve public safety issues associated homeless sex offenders.
- Liaison to:
  - State Board of Pardons and Parole
  - Georgia Commission on Family Violence
  - Georgia Department of Family and Children Services

### **Governor's Office of Transition, Support, and Reentry (GOTSR), Atlanta, GA**

#### **Director of Evidence-based Program Development and Continuous Quality Improvement**

**2015 - 2016**

- Evaluated statewide fidelity to the Georgia Prisoner Reentry Initiative (GA-PRI) Framework.
- Created automated case plan format for prison in-reach.
- Served on the GA-PRI Implementation Steering Team along with leaders from other agencies and departments.
- Assisted with grant writing and submissions.

### **State Board of Pardons and Parole, Atlanta, GA**

#### **Director of Reentry Services**

**2014 - 2015**

- Oversaw temporary housing and recovery residence operations, site visits, audits, and investigations.



- Represented agency on the Governor's GA-PRI Implementation Steering Team. Supervised program specialists for mentoring, mental health, and substance abuse counseling programs. Managed counseling contracts.

**Program Specialist****2013 - 2014**

- Developed, implemented, and monitored parolee reentry programs.

**Chief Parole Officer****1998-2013**

- Responsible for managing all operations for a four-county, district parole office. Hired, trained, and supervised professional and clerical staff.
- Guided supervision and program referrals for offender reentry, arrests, and revocation processes.
- Coordinated involvement with community stakeholders including program providers, law enforcement agencies, and faith-based organizations.

**Georgia Department of Corrections****Specialized Probation Officer,****1997-1998**

- Supervised a caseload of sex offenders.

**State Board of Pardons and Parole****1982-1997****Parole Officer**

- Supervised and coordinated reentry processes for adult offenders released from prison to community supervision.

**Hearing Examiner**

- Evaluated and rated cases according to Parole Decision Guidelines for clemency consideration.
- Coordinated mental health and psychological evaluations for inmates being considered for parole.

**INSTRUCTOR EXPERIENCE****Department of Community Supervision, Atlanta, GA****Adjunct Instructor****2015-2016**

- Developed and presented lesson plans on the Georgia Prisoner Reentry Initiative (GA-PRI), and Transition Accountability Plans.

**State Board of Pardons and Parole, Atlanta, GA****Adjunct Instructor****1991-2015**

- Developed training programs, authored lesson plans, and provided instruction on numerous criminal justice topics including investigative reports, criminal thinking, civil rights, sex offender supervision, and criminal/psychological investigative analysis.

**Northwestern Technical College****Adjunct Instructor****2002-2003**

- Instructor of Corrections, Policing, and Criminal Justice for the Associates Degree in Criminal Justice Program.



## PRESENTATIONS, PUBLICATIONS, AND PAPERS

- *Risk: A "Four-Letter Word."* Article. [Correcttech.com](http://Correcttech.com), May, 2019.
- *To test, or not to test, that is the question. Or is it?* Article. [Correcttech.com](http://Correcttech.com), April, 2019.
- *Whose Side are You On, Anyway?: Fostering cooperation between community corrections professionals, prosecutors, and defense attorneys to promote more efficient, fair and expeditious resolutions in the courts.* Childers, Dunn, and Arnt. Presentation. American Probation and Parole Association (APPA) Conference, Philadelphia, 2018.
- *Connecting the Dots: Housing for the Homeless Offender.* Childers, Herring, and Kraft. Presentation. American Probation and Parole Association (APPA) Conference, Philadelphia, 2018.
- *Connecting the Dots: Finding Housing for the Homeless Offender.* Childers and Herring. Presentation. International Community Corrections Association (ICCA) Conference, Seattle, 2017.
- *Children of Incarcerated Parents.* Childers and Brown. Presentation. Georgia Professional Association of Community Supervision Training Conference, Savannah, 2016.
- *Sex Offender Classification.* Presentation. Georgia Correctional Association Conference, Macon, 1999.
- *A Refuge in Adversity: The Importance of Education in Criminal Justice.* Article. Freedom and Opportunity Magazine, April 2017.
- *Transition Accountability Plan.* Lesson plan. 2015 GOTSR Training.
- *Overview of the Georgia Prisoner Reentry Initiative.* Lesson plan. 2016 DCS In-service Training.
- Additional Lesson Plans: *Criminal Thinking, Sex Offender Supervision, Sex Offender Registration Laws, Post-Sentence Investigation, Sex Offender Profiling, Civil Rights and Liability Training for Peace Officers.*

## EDUCATION AND PROFESSIONAL CERTIFICATIONS

**State Board of Pardons and Parole**

Certified Moral Reconation Therapy (MRT) Facilitator

**2010****Georgia Peace Officer Standards and Training (P.O.S.T.) Council**

Certified Peace Officer (Parole, Probation, and Community Supervision)

**1985-Present**

General P.O.S.T. Instructor Certification

**1992-Present**

2,149 Hours of Training in a wide range of subjects (List is attached)

**1985-Present****Kennesaw State University, Kennesaw, GA**

Coursework for Master of Public Administration

**1997****Emory University, Atlanta, GA**

B.A. in Philosophy

**1982**

## AWARDS AND NOMINATIONS

**Nominee****2002**

- Governor's Public Safety Award for service during the Tri-Stat Crematory Incident.



**Recipient**

- Instructor of the Year, State Board of Pardons and Parole **1997**
- Four (4) Leadership Coins for exceptional job performance **2005-2013**

**MEMBERSHIPS**

American Probation and Parole Association	<b>Current</b>
American Society of Criminology	<b>Current</b>
AARP	<b>Current</b>

Catoosa County Department of Family and Children Services Board - Board Member	<b>2010-2012</b>
Lookout Mountain Community Services Counseling Centers - Board Member	<b>1997-1998</b>

**REFERENCES, CERTIFICATIONS, AND TRAINING RECORDS**

Available upon request.



**ROBERT C. KEEL JR.**

[REDACTED]  
Hinesville, GA 31313  
[REDACTED]  
[REDACTED]

**PROFESSIONAL EXPERIENCE SUMMARY**

Twenty One years' experience at the Ft. Stewart Mission Training Complex as the Technical Branch Manager, Chief Digital/Simulation Chief Tech, Network Engineer/System Administrator, Network/Microcomputer Specialist and Computer Base Instructor. Three years experience as a Battalion Master Gunner for seventy Heavy Armored Vehicles. Over Fifteen years experience of Leading, Mentoring, Training, and Motivating individuals in different work areas. Four years experience as a U.S Army Field Recruiter.

**POSITIONS and ACHIEVEMENTS**

Technical Branch Manager

DEC 2013 – Present

Manage the MIS team of 15 personnel, including supervising employees and Junior Managers. Schedules daily task to employees and prioritizing goals. Technical Planner for all Major exercises to include Unified Endeavors and War Fighter exercises. Experience with Dell Security Servers, DDS Server, various models of PCs and laptops, HP9000, Cisco routers and switches, VOIP phones, TOCNET, ASTI radios and KG 175D and KG 194 encryption devices. Use Red Hat Linux, Enterprise Linux, SUN Solaris, and Server 2010/2013 operating systems. Auditor for switch and router logs and Intrusion Detection System. Install, upgrade and configure operating systems, networks, battle simulation software, and tactical systems. Evaluate new software and hardware for recommendation to Site Manager. Coordinate tasks with other department heads. Maintain UNIX, VMS, and PC networks including running fiber and cat-5/cat-6 cables, assigning IP addresses, and troubleshooting problems with the network. Integrate simulations software into the Army's Tactical Command and Control Systems. Install, support, and troubleshoot WARSIM, JLCCTC 8.1, LVC-IA, VBS3 and C4I software including FBCB2, JCR, JBCP AFATDS, DCGS-A, CPOF, and GCCS-A. Troubleshoot and provide support to end-users. Supervises and audits the Risk Management Framework Team.

**Sr. System Administrator/Chief Digital Tech**  
General Dynamics

JUNE 2006 – DEC 2013

Digital Chief Tech of the 3<sup>rd</sup> Infantry Division Mission Training Complex. Responsible of all technical aspects of all 3<sup>rd</sup> Infantry Division Simulations, Digital and RTOC Training Facility. Manage eight personnel who are responsible of loading software on Simulation workstations and Army Tactical Command and Control Systems (ATCCS)



and PASS server. Installs, maintains, monitors, and coordinates the operation of local and/or wide area networks for the Battle Command Training Center. Responsible for the training of eight technicians so they can proficiently support Battle Command Training Center. Assures that all Battle Staff Integrators have up to date and efficient hardware and software to assure all training requirements are met. Develop policies, plans and procedures for the technical department to assure every technician is compliant with Army Training standards. Attends Initial Planning Conferences at The Joint Forces Command and the National Simulation Center for 3<sup>rd</sup> ID's Maneuver Rehearsal Exercises.

**Network Support Specialist III**  
Anteon

SEP 2000 – JUNE 2006

System Administrator/Network Engineer at the 3<sup>rd</sup> Infantry Division Mission Training Complex for the Joint Conflict and Tactical Simulation, Entity Resolution Federation, Corp Battle Simulation and Brigade/Battalion Battle Simulation. Assist with the System Administration with the Digital Battle Staff Sustainment Trainer. Network Administrator/System Administrator for the Battle Simulation Complex, which consist CATV, CATVI, Fiber optics, Hubs, Switches and Routers. Proficient in the following Operating Systems, Red Hat Linux 7.3 to Enterprise 4.3. MS Windows 98, 2000 and XP.

**Computer Base Instructor**  
Logicon

SEP 1998 – SEP 2000

Computer Base Instructor within the Training Branch of the 3<sup>rd</sup> Infantry Mission Training Complex. Responsible for the day-day; Janus, Brigade/Battalion Simulation, Corp Battle Simulation and exercise support. Serves as a liaison between customer units, DBSC staff, Division, Brigade, and Battalion staffs to ensure that the unit exercise support plans are accomplished. Responsible for the data entry of simulation information, design, and development of training plans, exercise and related activity books, training aids, graphs, briefings and maps. Responsible for the maintenance of the reference libraries, database data, data collection, scenario preparation, role player training and computer input/output.

**Battalion Master Gunner**  
U.S Army

DEC 1996 – JUN 1998

Responsible for coordinating and executing all simulator and simulation training in a Heavy Armor Battalion. Responsible for the planning and executing Live Fire Training Exercises for seventy Heavy Armored Vehicles and their related crews. Assist and advises upper level Supervisors on all training subjects. Responsible for planning and forecasting the organization's ammunition account worth over five million dollars. Non Commissioned Officer in Charge of the Battalion Tactical Operation Center (S-3) during Battalions deployments.

**Company Master Gunner**  
U.S. Army

JUN 1995 – DEC 1996



Managed and conducted the organizations training and expertise on Heavy Armored Military Vehicles valued at one hundred million dollars. Inspected the operational maintenance on all associated equipment. Accountable for supplies and equipment valued at eight million dollars. Responsible for executing all live fire training for the organization. Responsible for the units Unit Conduct of Fire (UCOFT) training and simulation training

**Platoon Sergeant**

1989 - 1995 and 1997 - 1998

U.S. Army

Managed a Heavy Armored Military Combat Team of sixteen personnel. Accountable for the training, health and welfare during field, garrison and dangerous hostile environments. Accountable for four Heavy Armored Combat Vehicles M1A1 Main Battle Tank and associated equipment valued at ten million dollars. Assumes duties as upper level management when necessary.

**EDUCATION and Certifications**

- MBA June 2009
- Bachelor of Arts, Business Administration, Specializing in Computer Information Systems. APRIL 2001, Saint Leo University, Savannah GA. 31405
- Associate Degree, Liberal Arts, JAN 1999, Saint Leo University, Savannah GA. 31405
- Microsoft Certified System Administrator (**MCSA**) 13 January 2005
- Red Hat Linux System Administration Course I & II, June 2001
- High School Diploma, Penn-Trafford High School, Harrison City PA 15085
- Certified Instructor On JANUS/JCATS, Brigade/Battalion Simulation, Corp Battle Simulation, APRIL 1999, Ft Stewart GA. 31314
- Certificate, Senior Operator Instructor Course (UCOFT) Simulator, MAY 1997 Ft. Knox KY
- Certificate, Master Gunner Course, JUN 1995, Ft. Knox KY.
- Certificate, Operators Instructor Course (UCOFT) Simulator, NOV 1992, Ft. Stewart GA. 31314
- Certificate, Advance Supervisory Course, SEP 1989, Ft. Knox KY.
- Certificate, Recruiting and Sales Course, MAY 1985, Ft Benjamin Harrison IN.
- Blue Force Tracker (BFT) Operators Course, July 2004
- Maneuver Control System (Light) (MCSL) Operators Course, June 2005
- Command and Control Personal Computer (C2PC), July 2005
- Command Post of the Future Course (CPOF), January 2007
- Security + CE, DoD 8570.01 Currently IAM Level I

Currently Possess a Top Secret Clearance 7 AUG 2019



# Robert Gregory Modrall

Ringgold, GA 30736

## EDUCATION

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<b>Georgia Northwestern Technical College</b> <ul style="list-style-type: none"><li>• Microsoft Office Application Specialist</li></ul>	Graduation May 2018
<b>Russian Presidential Academy</b> <ul style="list-style-type: none"><li>• Preparing Global Leaders Summit</li></ul>	Summer 2016
<b>Johns Hopkins University – School of Advanced International Service</b> <ul style="list-style-type: none"><li>• Certificate in International Development</li></ul>	Summer 2016
<b>The Washington Center for Internships and Academic Seminars – Washington, DC</b> <ul style="list-style-type: none"><li>• Post-graduate leadership/professional development in International Affairs</li></ul>	Graduation Aug 2015
<b>American Public University - Charles Town, WV</b> <ul style="list-style-type: none"><li>• Masters of Business Administration</li><li>• MBA Minor: Global studies/Non-Profit Management</li></ul>	May 2016
<b>University of Phoenix - Chattanooga, TN</b> <ul style="list-style-type: none"><li>• Bachelor's Degree</li><li>• Major: Global Business Management</li></ul>	Graduation May 2011

## RELEVANT WORK EXPERIENCE

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<b>Southern Traditions</b> <i>Administrative Assistant</i> <ul style="list-style-type: none"><li>• Marketing, sales, customer service, inventory management, loss prevention, shipping/receiving</li></ul>	Apr 2017 – Present
<b>Henry M. Jackson Foundation for the Advancement of Military Medicine</b> <i>Volunteer</i> <ul style="list-style-type: none"><li>• Assist in the research and development of a Malaria vaccine</li></ul>	Feb 2015 – Aug 2016
<b>The Home Depot</b> <i>Associate</i> <ul style="list-style-type: none"><li>• Customer service, sales, inventory management, loss prevention,</li></ul>	Feb 2012 – Aug 2016
<b>SOS Children's Villages – USA</b> <i>Volunteer</i> <ul style="list-style-type: none"><li>• Major Gifts Research</li></ul>	Oct 2015 – Nov 2015
<b>Serve DC</b> <i>Volunteer</i> <ul style="list-style-type: none"><li>• Review grant applications, coordinate Americorps students/programs, prepare emergency response and grant writing curriculum</li></ul>	Jun 2015 – Aug 2015
<b>Congresswoman Ann Kirkpatrick</b> <i>Volunteer</i> <ul style="list-style-type: none"><li>• Drafting commendation letters, attend briefings, facilitate communication with constituents and business partners.</li></ul>	Jan 2012 – Jan 2015



# Robert Gregory Modrall

Ringgold, GA 30736

## United Way

*Emerging Leader*

- Consulting, administrative, development.

Aug 2011 – present

## American Public University System

*University Ambassador*

- Public relations, event coordination.

Aug 2013 – Aug 2014

## Phi Alpha Delta

*Secretary*

- Take minutes, update websites, report to HQ, coordinate events/speakers, prepare newsletter.

Aug 2013 – Aug 2014

## CERTIFICATES AND AWARDS

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- 2014 - The Salvation Army – Outstanding Volunteer of the Year
- 2014 - Presidential Call to Service Lifetime Achievement Award
- 2013 - University of Phoenix - Alumni Community Service Award recipient
- 2013 - Presidential Volunteer Service Gold Star recipient
- 2010 - Volunteer Management - United Way
- 2010 - Conflict Analysis - United States Institute of Peace
- 2010 - Interfaith Conflict Resolution - United States Institute of Peace

## PUBLICATIONS

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- Phi Alpha Delta, The Reporter, Towson, MD, 2013 – 2014 Quarter article distributed to approximately half a million legal professionals in 55 nations
- The College Conservative newspaper published by Liberty University, contributing writer between 2014 – 2015 publishing bi-weekly articles
- The United States Supreme Court Journal 2015 - 2017

## MEMBERSHIPS

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- Intercollegiate Studies Institute
- Phi Alpha Delta Law Fraternity International
- International Studies Association
- Association of Professional Schools in International Affairs
- Association of Fundraising Professionals
- Young Professionals in Foreign Policy
- World of Children Award National Committee



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ITIES



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## S T A T S



ATTORNEY PATILLO  
LAW GROUP

JD, LABOR & EMPLOYMENT  
LAW CHICAGO-KENT  
COLLEGE OF LAW

B.A., POLITICAL SCIENCE  
CLARK ATLANTA UNIVERSITY

## MEET ROBERT

A graduate of Clark Atlanta University and Chicago-Kent College of Law, Attorney Robert Hillard Patillo, II is a lifelong civil and human rights activist. He is entirely dedicated to serving the poor and underprivileged. As an activist, Patillo has led workers on organization campaigns to petition for better wages, worked to integrate segregated organizations, and assisted discriminated workers against celebrity Chef Paula Deen while working with Reverend Jesse Jackson and the Rainbow/PUSH Coalition.

An experienced political strategist, has Patillo worked for over a 15 year on political campaigns on the local, state and national level. Patillo is currently a talk radio host on CBS Radio/ENTERCOM Radio and is a highly sought after political commentator and national speaker. Patillo has been featured in articles in the New York Times, Huffington Post and Politico Magazine to name a few is a frequent guest on cable news networks including Fox News, CNN, News One Now, One America News Network and Russia Today.

All of his efforts are in order to force change on the local and national level. A leader in every facet of the word, Robert Patillo is the answer the world has been waiting on. Patillo currently is the chief attorney at The Patillo Law Group, LLC "A Christian Centered Law Practice" focusing on civil rights law on civil rights law.

**Daily  
Mail**



A S  
S E E N  
I N





**“The fight for equality is eternal, never wavering and never ceasing.”**

**LET'S WORK TOGETHER!**

*Robert Patillo | [www.robertpatillo.com](http://www.robertpatillo.com) |*



*robert.patillo*



*robertpatillo*



*robertpatillo*



*robertpatillo*



*robertpatillo*



# Rodney D. Turner, EIT

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Sandy Springs, GA 30328

## SUMMARY

Dynamic and versatile Civil Engineer, who is committed to delivering high quality work. Great at working with 2D and 3D designs of Civil/Structural elements including foundation slabs, steel members, and wood members. I am motivated to accept design challenges that require unique, out of the box thinking. I utilized my knowledge of engineering principles and mathematics to ensure the best results and exceed client expectations. I work well individually or within a team, with the goal of satisfying the client always at the forefront.

## EDUCATION

Kennesaw State University

*M.S. Civil Engineering-Structural*, 2014-2017

Savannah State University, Cum Laude

*B.S. Civil Engineering Technology*, 2006-2012

## CERTIFICATIONS

- Envision Sustainability Professional Specialist, 2014
- GA Engineer in Training, License #027492, 2017 – Present

## QUALIFICATIONS

- Engineering Design
- Data Interpretation and evaluation
- Complex Problem Solving
- Proficient in Microsoft Suite
- Proficient in Revu Bluebeam
- Excellent oral & writing skills
- Detail Oriented
- Knowledgeable with 3D Modeling/BIM software
  - RISA 3D & RISA Foundation
  - AutoCAD, AutoCAD Civil 3D
  - PLS CADD
  - RAM Structural
  - Autodesk REVIT
  - Sketch-Up

## EXPERIENCE

Burns & McDonnell

Alpharetta, Ga

*Staff Civil Engineer*, January 2019 - Present

*Assistant Civil Engineer*, June 2017 – December 2018

*Assistant Civil Specialist*, June 2013 – May 2017

- Collaborate with Senior Engineers on projects for Transmission Line Design as Civil Specialist/Engineer.
- Completed client objectives in compliance with NERC regulations (OG&E, Duke Energy, Westar Energy, Inc., SCS)
- Adopted client's design criteria to ensure 100% project success on various transmission line designs.
- Initiated quality assurance/quality control checks for all projects.
- Created concrete foundations and steel member designs utilizing RISA3D, MathCad, Hilti softwares for various GPC & APC Solar substation projects
- Modeled the piping support and foundation design for Lockheed Martin B7 Project (RAM Structural)



# Rodney D. Turner, EIT

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Sandy Springs, GA 30328

Woodline Solutions

Atlanta, Ga

*Engineering Intern*, May 2011- September 2011

- Review of Civil and Architectural design plans
- Organization and recording of construction documents for multiple projects
- Lead the acquisition of the company's relicensing under the State of Georgia
- Lead the acquisition of obtaining the proper documentation for acquiring new Business Licenses for various cities and counties in the State of Georgia

Malcolm Pirnie (now ARCADIS)

Birmingham, Al

*T2- Wastewater Management Division Intern*, June 2009-August 2009

- Handled Data acquisition and input of samples from laboratory testing
- Collected field logs and reports of wastewater illicit discharges; Reconnaissance and illicit discharge reports
- Lead wastewater presentation to youth groups
- "Best Intern I have had by far" Supervisor, Brian Ruggs
- Single-handedly reviewed Huntsville, AL Water Management Plan and identified errors in the report.
- Single-handedly responded to a distress call about illicit discharge and possible runoff after all Senior Engineers had left with only 1 month of training.

Georgia Department of Transportation

Atlanta, Ga

*ITS Intern*, May 2008-August 2008

- Data acquisition and input
- Field Reporting, GPS gathering, and Fiber tracing for Atlanta's new on/off ramp traffic light project
- Assisted Engineers II & III with duties

## REFERENCES

~Available upon request~



**MR. Rogelio Flores**

Grovetown, GA 30813 United States

**Availability:****Job Type:** Permanent**Work Schedule:** Full-Time**Desired locations:**

United States - GA - Augusta United States - GA - Evans United States - GA - Fort Gordon United States - GA - Grovetown

**Work Experience:****Dept. of the Army**

850 E 19th St

Augusta, GA 30905 United States

**07/2018 - Present****Hours per week:** 40**Series:** 0391 **Pay Plan:** GS **Grade:** 12**Satellite Lead** (This is a federal job)**Duties, Accomplishments and Related Skills:**

- Lead in charge of 10 Satellite Engineers at the Cyber Battle Lab. Coordinate and assign taskings to personnel based on overall Army/Battle Lab priorities and employee capabilities, ensuring that the right personnel are placed on the right assignment.
- Prepare and brief project status from initial development to final product delivery to government and public and private vendors.
- As the first line supervisor, I ensure that all satellite engineers at the RHN-E are counseled quarterly and that all personnel matters are handled at the lowest level as quickly and efficiently as possible.
- In charge of Satellite Communications team that configures satellite transponders, bandwidth, SAAs, as well as hardware in preparation for NIEs and other commercial and Army experiments and mission requirements.
- Trained SatCom personnel at the RHN-E on proper operation of Idirect hub and remote site hardware and software.
- Ensure that all RHN-E personnel are properly trained on the latest versions of RF hardware and software as well as all of the waveforms in use by both commercial and government customers. This is done by conducting in-house training as well as coordinating with vendors to provide training to all of the RHN-E personnel.
- Supported and directly interfaced with government and vendor leadership in support of T2C2 IOTs and FOT in the successful acquisition of the T2C2 GATR/Idirect solution.
- Supported and directly interfaced with government and vendor leadership in support of CSSVSAT IOTs and FOT in the successful acquisition of the T2C2 GATR/Idirect solution.
- Work with stakeholders both government and private sector vendors to develop solutions to resolve RF issues affecting soldiers on the ground.
- Evaluate proposed systems and technologies to be integrated or converted so they work within current or proposed architecture; provide alternatives, costs, and training concerns.
- Assist in creating, testing and validating Tactics, Techniques, and Procedures (TTP) for TRADOC and vendors in order to assist soldiers with ease of implementation and fielding of new equipment.
- Assist the Training Capability Managers (TCMs) in developing requirements and solutions for future capabilities needed for the Army.

**Supervisor:** Eric Von Hildebrandt**Okay to contact this Supervisor:** Yes**Dept of the Army**

850 E. 13th

Augusta, GA 30905 United States

**07/2018 - Present****Hours per week:** 40**Series:** 0391 **Pay Plan:** GS **Grade:** 12**Telecommunication Specialist/Satellite Lead** (This is a federal job)**Duties, Accomplishments and Related Skills:**

- Lead in charge of 10 Satellite Engineers at the Cyber Battle Lab.
- Trained soldiers, individually up to a battalion size element in person and remotely on all aspects related to Satellite Communications, both military and commercial.
- TS-SCI security clearance.
- In charge of Satellite Communications team that configures satellite transponders, bandwidth, SAAs, as well as hardware in preparation for NIEs and other commercial and Army experiments and mission requirements.
- Trained SatCom personnel at the RHN-E on proper operation of Idirect hub and remote site hardware and software.
- Ensure that all RHN-E personnel are properly trained on the latest versions of RF hardware and software.
- Supported and directly interfaced with leadership in support of T2C2 IOTs and FOT in the successful acquisition of the T2C2 GATR/Idirect solution.
- Supported and directly interfaced with leadership in support of CSSVSAT IOTs and FOT in the successful acquisition of the T2C2 GATR/Idirect solution.



- Work with stakeholders both government and private sector vendors to develop solutions to resolve RF issues affecting soldiers on the ground.
- Evaluate proposed systems to be integrated or converted so they work within current or proposed architecture; provide alternatives, costs, and training concerns.
- Assist in creating, testing and validating Tactics, Techniques, and Procedures (TTP) for TRADOC and vendors in order to assist soldiers with ease of implementation and fielding of new equipment.

**Supervisor:** Eric Von Hildebrand [REDACTED]  
**Okay to contact this Supervisor:** Contact me first

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#### **Fixed and Tactical Communication Systems**

FT. Gordon Cyber Battle Lab  
FT Gordon, GA 30905 United States

**07/2012 - 06/2018**

**Salary:** 75,000.00 USD Per Year

**Hours per week:** 40

**Satellite Engineer**

##### **Duties, Accomplishments and Related Skills:**

- Integral part of Satellite Communications team that configures satellite transponders, bandwidth, SAAs, as well as hardware in preparation for NIEs and other commercial and Army experiments and mission requirements.
- Successfully developed Standard Operating Procedures for troops to use in tactical environments working alongside industry partners such as General Dynamics, Comtech, L3 communications and others to ensure ease of use for warfighters downrange.
- Develop, install, configure, operate and maintain a wide degree of IT networks over various mediums of transmissions, such as Line of Sight (LOS), troposphere scatter systems, cable systems, and numerous SHF satellite terminals and modem types to include NCW, Idirect, Linkway and Ehem FDMA modems, as well as incorporating commercial internet into WIN-T networks.
- Evaluate proposed systems to be integrated or converted so they work within current or proposed architecture; provide alternatives, costs, and training concerns.
- Conduct technical briefs with higher commands on success/failures of system evaluations.
- Worked with Army Capabilities Integration Center (ARCIC), US Army Forces Command (FORSCOM) and TRADOC assets to plan and develop the procedures and protocols for providing commercial phone and internet capabilities over a tactical network that can be used during homeland natural disaster scenarios and defense missions.
- Provided SatCom support for Cyber Center of Excellence in support of CyberQuest exercises.
- Supported and directly interfaced with leadership in support of T2C2 IOTs and FOT in the successful acquisition of the T2C2 GATR/Idirect solution.
- Installed and maintained three Idirect hubs in the Regional Hub Node – Experimentation (RHN-E).
- Trained SatCom personnel at the RHN-E on proper operation of Idirect hub and remote site hardware and software.
- Company Facility Security Officer in charge of initiation, verification and revocation of security clearances up to Top Secret Clearances.
- Tracked employee contractual requirements such as annual training in order to ensure compliance.

**Supervisor:** Shawn White [REDACTED]  
**Okay to contact this Supervisor:** Yes

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#### **U.S Army**

Fort Gordon  
FT Gordon, GA 30901 United States

**01/2005 - 01/2013**

**Hours per week:** 40

**Section Sergeant/Team Chief (5 yrs active/3 yrs reserves)**

##### **Duties, Accomplishments and Related Skills:**

- Successfully managed local LAN/WAN network of more than 400 subscribers while deployed in support of OIF 07-09 with 3d Armored Cavalry Regiment.
  - Created user accounts, base lined computers, programed Cisco phones, routers and switches, as well as verified user security clearances.
  - Trained to operate multiple satellite terminals to include STTs, Phoenix terminals, Smart-T, as well as HCLOS and tropo terminals.
  - Performed initial fielding of Phoenix systems in Korea, as well as deployed with STT to Iraq for 15 months in support of 3d Armored CR.
  - Provided leadership, instruction, mentoring and supervision for section of 16 soldiers.
  - Supervised soldiers in daily operations, to include evaluations and discipline, as well as monthly counseling's and ultimately helping six soldiers get promoted to Non Commissioned Officers
- 

#### **DRS Technologies**

FT. Gordon Cyber Battle Lab  
Augusta, GA 30905 United States

**09/2010 - 07/2012**

**Hours per week:** 40

**Satellite Engineer**

##### **Duties, Accomplishments and Related Skills:**



- Developed, installed, configured, operated and maintained a wide degree of IT networks over various mediums of transmissions as well as provide subject matter expert advice on all matters relating to experimentation efforts as they apply to current force operational gaps and also help to reduce future force development risk.
- Evaluated proposed systems for integration within current or proposed Army signal architecture; provided alternatives, costs, and training concerns.
- Minimized customer impact by unplanned outages utilizing an extensive background in network troubleshooting resolved complex system and user end problems.
- Maintained the Army N.I.E network to include the colorless network and FDMA, TDMA, NCW modems and I-Direct modems as well as configuring them in order to operate in conjunction with Simple Network Management Protocol (SNMP).
- Integral member of shift crew that handled training missions for the U.S Army and National Guard. Handled troubleshooting over the phone assisting soldiers in configuring their satellite terminals and ensuring the best connection possible.
- Assisted in the fielding of Win-T Inc. 2 assets by configuring and supporting the satellite parameters needed in order to successfully validate new equipment.

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**Delta Airlines**

100 Delta Drive  
Augusta, GA 30905 United States

**01/2000 - 01/2005**

**Hours per week:** 40

**Customer Service Manager**

**Duties, Accomplishments and Related Skills:**

- Responsible for a team of twelve customer service representatives who were tasked with deescalating customer contact calls regarding lost baggage, missed flights and changed flights.
- Final say on compensation to passengers in order to minimize customer inconveniences.
- Authorized to compensate customers up to \$1000 per incident in order to help ensure customer loyalty.

**Supervisor:** Peter Weitzel [REDACTED]

**Okay to contact this Supervisor:** Yes

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**Education:**

**Augusta University** Augusta, GA United States

Master's Degree 12/2017

**GPA:** 3.8 of a maximum 4.0

**Major:** Public Administration **Honors:** Cum Laude

**Relevant Coursework, Licenses and Certifications:**

- HR Management, GIS, Government Budgeting, Policy Analysis, Organizational Theory, Constitutional Law, Grant Writing, Economic Development, Program Evaluation and Urban Planning.

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**Colorado Technical University** Colorado Springs, CO United States

Bachelor's Degree 11/2014

**GPA:** 3.8 of a maximum 4.0

**Major:** Information Technology **Honors:** Magna Cum Laude

**Relevant Coursework, Licenses and Certifications:**

- SQL Database Management, Web Development, Cisco Networking, Microsoft Office Suite i.e. Excel, Word, PowerPoint, Outlook, etc., Project Management, VMware, Project Management

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**Language Skills:**

Language	Spoken	Written	Read
Spanish-American	Advanced	Advanced	Advanced

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**Affiliations:**



9/18/2019

Print Resume

Masters of Public Administration Alumni Association - Member  
Mosaic United Methodist Church - Church Council President  
The Mosaic Center - Chairman of the Board

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# Russell E. Mildner III

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## Summary of qualifications

Have 21 years of experience in heavy mechanical industrial construction with almost 6 years as a SCS Coordinator and 15 years in the piping and metal fabrication trade. Have worked safely and enthusiastically in the food, pharmaceutical, gas energy, and electric generation industries. I have steadily progressed from a helper to a manager during those 21 years and have worked at several plant sites around the United States. I am a dependable self-starter, highly motivated, proactive solution provider and confident in my abilities to perform any task assigned.

## Professional experience

5/18 – Present Transglobal Energy/Southern Co. Plant Bowen, GA

### Mechanical Coordinator

- Oversee contractors for safety, quality, and production on the Bottom Ash, Surge Tanks, RSCC, and Water Management projects.
- Recognized by the safety department for proper use of stop work authority.
- Mitigate problems for the contractor to enable them to continue with the project and lessen the impact on the schedule.
- Work with vendors and suppliers to resolve issues with material and equipment.
- Inspect equipment at delivery and note deficiencies using the NCR process.

6/13 – 5/18 Transglobal Energy/Southern Co. Kemper County, MS

### Mechanical and Logistics Lead Coordinator

- Created and managed an inventory on valves, pipe fittings, pipe, and fasteners in total value of 34 million dollars.
- Managed 2 coordinators over receiving, storage and distribution of over 100 million dollars' worth of equipment and parts for the project.
- Used critical thinking with common sense approaches to solve complicated logistical problems for a 7-billion-dollar project.
- Managed 32 union and non-union craft personnel that included the rigging group, warehouse expediting group, and receiving group.
- Interfaced daily with vendors and contractors to ensure they followed through with contractual obligations.
- Effectively communicated future tasks and support needs for projects to management and contractors.



4/12 – 6/13

BKI

Atlanta, GA

**Pipe Fitter Lead and Welder**

- A working knowledge of welding procedures and codes.
- Coordinated with other crafts to ensure timely and safe installation of piping without hampering other crafts job and expediting our own completion of tasks.
- Track and manage daily and weekly progress for my crew and ensured JSAs were completed every morning prior to work starting.

11/12 – 3/12

RDH Inc.

Atlanta, GA

**Stainless Steel Welder**

- Demolished old water main under Turner Field Stadium and replaced with stainless steel pipe.
- Helped demolish and rebuild three mechanical rooms in Turner Field Stadium.

10/12 – 11/12

Henry F. Teichmann, Inc.

Atlanta, GA

**Pipe Fitter Foreman**

- Successfully managed a crew of pipe fitters installing air headers for furnaces at Owens Corning bottle making plant
- Ensure proper paperwork is submitted to order parts and material for each task assigned.
- Track and manage daily and weekly progress for my crew.

6/12 – 9/12

BMW Constructors & URS INC.

Whiting, IN

**Pipe Fitter**

- Installed pipe spools as directed by supervision following the BP safety protocols.
- Ensured that proper rigging techniques were applied and followed for simple as well as critical crane lifts.
- Corrected Foreman tactfully to ensure he did not make a fatal decision.
- Took and passed the OSHA 510 Certification program.

8/11 – 3/12

McAbee

Smyrna, GA

**Pipe Fitter Foreman / Temp General Foreman**

- Successfully manage a crew of pipe fitters installing feed water, closed loop, and condensate lines on Unit 6 of Jack McDonough project.
- Track and manage daily and weekly progress for my crew and others when tasked as GF.



3/11 – 7/11

Fluor

Smyrna, GA

**Foreman**

- Managed a crew of pipe fitters and welders installing piping on the Unit 5 Jack McDonough power plant project.
- I have handled disciplinary issues with the men without the need to involve higher management or to terminate the subjects.
- Successfully completed the Fluor VT level II welding inspection program and earned the VT level II welding inspection certs.

10/08 – 1/11

Action Electric

Smyrna, GA

**Labor Superintendent**

- Successfully managed 30 men to ensure timely completion of the three million dollar KIA paint shop pipe fabrication project.
- Took over the New York Life Generator project and turned it around to make a substantial profit for the company.
- Directed 25 men on several different projects at one time to ensure each project was sufficiently manned in order to exceed the customer's expectations on quality, timely completion of those jobs, and to ensure maximum profit for the company with no lost time accidents or minor injuries.

8/08 – 10/08

Summit Electrical Construction Cartersville, GA

**Journeyman**

- Built and installed pipe supports and hangers according to the prints provided for the Plant Bowen Scrubber Project.
- Visually inspected welds before calling QA/QC to buy off the welds.
- Fabricated and installed H.D.P.E. pipe according to the prints provided.

4/07 – 8/08

1Service Company, LLC.

Marietta, GA

**Owner**

- Contracted with RADO Mechanical Group to manage construction and mechanical work on various job sites to ensure timely completion of projects and ensured projects were to the customer's satisfaction.
- Designed and implemented an advertising program for RADO Mechanical Group which included web advertising, brochures, inside sales, and outside sales plans.
- Started up a business from the ground up and grossed 25,000.00 in profits the first 6 months.

1/07 – 5/07

Georgia State Senate Atlanta, GA

**Education Committee Aide for Senator Dan Weber**

- Research various topics relating to pending legislation before the committee such as implementation of charter schools and ramifications of vouchers.



- Ensure that committee meetings are run efficiently and professionally. Compose extensive power point presentations and memorandums regarding implication of pending legislation
- Tracked current bills through the legislative process. Extensive research on impact of pending bills before Senate Education Committee

04/06 – 01/07      Casey Cagle for Lt. Gov. Campaign      Atlanta, GA

**Field Director**

- Managed the state wide campaign sign effort efficiently and cost effectively. Helped raise over three million dollars for Lt. Governor Cagle's campaign.
- Coordinated with appropriate personnel to set up state wide campaign events at political venues. Organized and implemented fundraising and campaign events.
- Ensured and managed volunteer turn out at various political events. Organized and managed over twenty-five people per campaign event

04/05 – 04/06      Georgia State University      Atlanta, GA

**Student Government Association President**

- Managed 7 Vice Presidents and their committees.
- Reformed operating cost of the SGA from \$120,000.00 to \$80,000.00 without cutting services to the student body.
- Represented the student body on various policy making and budgeting committees of Georgia State University.
- Implemented feasibility studies on possible football team for Georgia State University.

09/98 – 12/05      D.M.S. Inc.      Stockbridge, GA

**Welder / Pipe fitter / Lead**

- Fabricated and installed piping in various food and dairy plants.
- Coordinated with plant maintenance personnel to repair and replace piping as needed.
- Ensured quality of work by inspecting fit-up's and welds prior to turn over to customer QC while maintaining the jobs on schedule, often completing jobs sooner than projected.

2001 - 2006      Georgia State University      Atlanta, GA

**Political Science / Pre-Law**

- Made the Dean's List several times.
- Student Body President of 30,000 students.



- Chair of College Republicans of Georgia State University.
- Executive Director of Georgia Association of College Republicans.

## **Hobbies**

Reading, History, Jeeps, Computers, and training my Labradors.

## **Military**

1993 – 1997                      United States Marine Corp.      2<sup>nd</sup> L.A.R. Battalion

### **Company Communication Technician**

Technician for C Company that ensured effective communication ability for a company of 24 armored vehicles with numerous other communication assets.

## **Awards received**

- Good Conduct Medal
- National Defense Medal
- Meritorious Mast for Job Well Done
- Honorable Discharge
- Georgia State Senate Resolution for a job well done

## **Security clearance**

Secret Clearance

## **Certifications**

OSHA 10 - 2008  
 Red Cross First Aid CPR – 2009  
 Fluor VT II Weld Inspection – 2011  
 Power Safe Training - 2011  
 OSHA 510 – 2012  
 Supplied Air Training - 2012  
 UA 14 welding Certification – 2013  
 Clean Room Protocol Certification – 2013  
 Hazardous Material and Environment Training - 2015  
 Southern Company Anhydrous Ammonia Training - 2016  
 Confined Space Training - 2016  
 SCS Clearance Training - 2016  
 Southern Trilateral Safety Training - 2018  
 American Welding Society CAWI - 2019



# Samantha A. Moss

Atlanta, GA



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## SUMMARY

Strong project management skills leading to quality results. Possess excellent skills in leadership, public speaking, writing, research, and team building. Experience with both non-profits and for profits in the areas of corporate sponsorships, design, event planning, fundraising, luxury retail management, marketing and promotions.

## EDUCATION

The University of Georgia  
*AB in Communication Studies*

Athens, GA  
May 2011

## HONORS AND AWARDS

National Society of Collegiate Scholars  
Academic Awards: Dean's List, Hope Grant Scholarship Recipient

August 2007-May 2011

## PROFESSIONAL EXPERIENCE

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### MOSS Purveyor of Fine Baby Goods, LLC

*CEO and Founder*

October 2016- Present

- Lead team to create a customized shopping experience for all clients at luxury boutique pop-up, creative space, and design studio.
- Communicate directly with vendors, ensuring vendor satisfaction through interaction in terms of both problem resolution and follow-up
- Curate products to support store's philanthropic mission
- Oversee curation of all social media channels' content
- Schedule and coordinate in-studio events
- Oversee daily operations and bookings of private appointments both on location and at design studio/guide shop.
- Manage online orders and domestic and international shipments.
- Plan store layout and seasonal displays
- Identify key items and key looks
- Update and manage OTB
- Manage all aspects of the inventory procurement process

### Freelance

*Maternity Consultant*

Atlanta, GA

September 2012-Present

- Provide customized care plan for client's child by developing a plan to meet the child's physical, emotional, social, and intellectual needs.
- Serve as on call, newborn specialist.
- Plan daily meals to meet child's dietary guidelines.
- Provide social and intellectual, age appropriate stimulation activities for child.
- Organize play activities and outings appropriate to child's developmental needs.



## **Junior Achievement of Georgia**

*Skills-Based Development Volunteer*

September 2014- July 2015

- Support the Development team's goals allowing JA of Georgia to deepen the JA experience and strengthen the JA Brand.
- Enter/maintain donor records, prepare weekly revenue bank deposits; generate donor acknowledgment letter; compile donor information from weekly check logs; sent out acknowledgement letters to each donor on a weekly basis.
- Continually maintain an attitude of resourcefulness and adaptability for Development team; assist with Marketing projects as needed; provide necessary support for internal and third party events; assist Development team events.

## **Private Individual for District School Board**

*Political Campaign Manager*

February 2014-May 2014

Atlanta, GA

- Direct daily activities at campaign headquarters
- Schedule appearances of candidate with constituents
- Execute daily office tasks, including managing VOIP and preparing Canvases via Camelot database.
- Coordinate GOTV and mailer distributions
- Prepare Press Releases and media schedules.
- Work directly with Political strategist to create and maintain candidate's message and brand.
- Manage all social media channels for campaign outreach

## **The Ryan Seacrest Foundation**

November 2011- May 2012

*Broadcast Intern*

- Educate and entertain patients at Children's Healthcare of Atlanta by teaching them how to use radio and television broadcasting equipment
- Gain experience hosting a radio show, which includes creating entertainment for the kids , introducing songs, conducting interviews, and running the VoxPro equipment

## **LEADERSHIP EXPERIENCE AND PHILANTHROPIC INVOLVEMENT**

### **The Junior League of Atlanta, Inc**

Jan 2015-Present

*Active Member*

- Serve as co-chair of Children's Healthcare of Atlanta Committee
- Provide administrative assistance & care for Grady Hospital NICU
- Work closely with league members to promote volunteerism in the Metro-Atlanta area.

### **University of Georgia Metro Atlanta Alumni Chapter**

August 2018-Present

*Community Service Committee Member*

## **COMPUTER SKILLS**

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Proficient in numerous computer skills. Well versed in Microsoft Office, particularly Word, Excel, Publisher, and PowerPoint, Experience with Adobe and InDesign.

## **LANGUAGE SKILLS**

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Conversational Spanish, skilled in written Spanish



# SAMUEL H. GRIER

ATLANTA, GA 30340

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## EDUCATION

**UNIVERSITY OF HOUSTON LAW CENTER**, Houston, Texas  
LL.M. in Tax Law, 2012

**GEORGIA STATE UNIVERSITY COLLEGE OF LAW**, Atlanta, Georgia  
Juris Doctorate, 2011

Honors: High Distinction for Pro Bono Service

Activities: Estate Planning & Wealth Management Society; The Federalist Society

**GEORGIA STATE UNIVERSITY COLLEGE OF BUSINESS, SCHOOL OF ACCOUNTANCY**, Atlanta, Georgia  
Master of Taxation, 2011

**MERCER UNIVERSITY**, Macon, Georgia  
Bachelor of Arts in English Literature, *cum laude*, 2008

## PROFESSIONAL EXPERIENCE

**CHAMBERLAIN HRDLICKA**, Atlanta, Georgia July 2015 – Present  
Tax Controversy & Litigation Associate  
Defended international and domestic clients in federal tax controversy matters in various forums, including audit examinations, administrative appeals, U.S. Tax Court, and Federal District Court litigation. Performed research and handled litigation related to numerous substantive tax issues including FACTA and international business tax compliance, challenges to conservation easement donations, foreign and domestic exempt organizations, civil and criminal tax fraud investigations, and international treaty-based tax positions.

**BOMAR LAW FIRM, LLC**, Atlanta, Georgia July 2013 – July 2015  
Senior Associate  
Represented high volume of clients in all aspects of federal and state tax controversies, including audits, administrative appeals, U.S. Tax Court, and Georgia Tax Tribunal litigation. Advised clients on tax planning strategies related to business formation and operations, foreign asset disclosure and compliance, estate planning, asset protection, and estate and trust administration.

**KING & SPALDING, LLP**, Atlanta, Georgia July 2012 – July 2013  
Contract Attorney  
Performed legal research and litigation support for an international accounting firm client to respond to subpoenas issued by the Securities and Exchange Commission and other regulatory agencies. Provided education assistance to co-workers who were unfamiliar with financial accounting concepts routinely encountered while working on securities litigation matters.



**SPROTT, RIGBY, NEWSOM, ROBBINS, & LUNCEFORD, P.C.**, Houston, Texas  
Law Clerk

Aug. 2011- June 2012

Drafted and processed discovery requests and provided support and assistance for trial preparation involving insurance litigation matters in a high-volume litigation firm. Drafted and organized documents needed for trial, including evidentiary exhibits, motions, and deposition summaries.

**INTERNAL REVENUE SERVICE, OFFICE OF CHIEF COUNSEL**, Atlanta, Georgia

Jan. – May 2011

Intern

Performed extensive tax research and support for IRS attorneys in preparation for litigation involving civil and criminal tax controversies. Drafted numerous memoranda, pleadings, and other documents submitted to the U.S. Tax Court in connection with ongoing litigation.

**GEORGIA STATE UNIVERSITY LOW-INCOME TAXPAYER CLINIC**, Atlanta, Georgia

May – Dec. 2010

Student Attorney

Provided pro bono legal services for low-income taxpayers involved in various types of disputes with the IRS, including audits and U.S. Tax Court matters, as well as representing clients with securing relief from collection activity including setting up installment agreements, securing currently-non-collectable status on balances owed, and submitting offers in compromise.

### **BAR MEMBERSHIP**

**STATE BAR OF GEORGIA**

**UNITED STATES TAX COURT BAR**

**NORTHERN DISTRICT OF GEORGIA**

**ELEVENTH CIRCUIT COURT OF APPEALS**

### **REFERENCES**

**HALE E. SHEPPARD**

Chamberlain, Hrdlicka, White,  
Williams & Aughtry  
191 Peachtree Street, NE  
Forty Sixth Floor  
Atlanta, GA 30303

**DAVID D. AUGHTRY**

Chamberlain, Hrdlicka, White,  
Williams & Aughtry  
191 Peachtree Street, NE  
Forty Sixth Floor  
Atlanta, GA 30303



## **Sam Ulrich**

Tucker, GA 30084

### **Skills Summary**

- Able to analyze financial statements as well as digest them into in-house formats and systems.
- Strong written and oral communication skills that build effective rapport with teams, executives and customers.
- Highly skilled in use of Microsoft Office especially Excel (including VLookup, Pivot Tables, Regression Analysis and Modeling), Word, Access (navigating queries) and PowerPoint.

### **Work Experience**

#### **Tosca LTD – Atlanta, GA**

**05/2017-03/2019**

##### *Sr. Financial Analyst*

- Compile, prepare and present capital expenditures in order to present projects to executives and board members for approval, as well as track their progress.
- Assist in creation, collaboration and adoption of the strategic plan and annual budget.
- Maintain monthly scorecards as well as numerous reports used in their creation, involving collaborating with every department across the company.
- Ad hoc analysis and models for any items that may become problematic based on shifting costs and revenue trends.
- Forecast different business sectors, and use that data to determine future inventory availability.
- Improve systems to help incorporate automation into regularly scheduled reports.

#### **US Premium Finance - Norcross, GA**

**07/2016-05/2017**

##### *Financial Analyst*

- Underwrite corporate and personal financials for loan worthiness, including analyzing financial statements, tax returns and creating internal checklists.
- Prepare credit packages to present to credit committee (President, VP of Credit, VP of Operations and VP of Finance), as well as prepare documents and present to CFO of parent bank, Ameris Bank (previously BrandBank).
- Oversee creation and management of credit department, which oversees all accounts \$500,000 and larger.
- Creation and maintenance of financial guarantees, variable rate addendums and other official loan agreements.

#### **Philadelphia Insurance Company - Kennesaw, GA**

**02/2013-07/2016**

##### *Account Executive*

- Regularly negotiate/update more than 1,000 property and casualty insurance contracts annually and have consistent retention rate of 90%.
- Acquire, analyze and process renewal information including financials, board lists and applications in order to bind and retain policies.
- Review insurance contracts as well as business to business contracts to ensure coverage is met and explain exclusions.

### **Education**

#### **Bachelor of Business Administration- Finance**

Kennesaw State University, Kennesaw, GA – Winter/2013

### **Award**

Eagle Scout (2004)



# Sandra Keith

Riverdale, GA 30274



## Work Experience

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Atlanta Cleaning Experts Sale/Manger  
Sterling Spoon Customer Service Rep.  
J.C. Penny Warehouse General Warehouse  
Stratford Nuring Home Nursing Aide  
Horizon B.C.B.S Open Enrollment Rep.

## Education

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### **Bacholors**

American InterContinental University  
2010 to 2014

### **Diploma in Business**

Harris School of Business  
2002 to 2002

### **Diploma**

Delsea Regional High School  
1995 to 1999

## Skills

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Customer service, Billing, Medical billing, Payroll, Coding, Great customer service skills

## Additional Information

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### Skills

Organized  
Great Customer Service Skills  
Management  
Payroll  
Medical billing and coding  
Leader



# W. SCOTT PARKER, CLU, ChFC

██████████ Marietta, Georgia, 30064 ██████████

## TITLE

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First Vice President, Employee Benefits – Atlanta Health and Welfare, Alliant Benefit Services; Feb 2019 - current

## RESPONSIBILITIES AND DUTIES

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Roles included responsibility for the Atlanta Branch office of seven professionals, encompassing all new and existing client sales and retention and mergers and acquisitions. Duties include developing and managing employee benefit programs for mid-market Employers ranging from 100 to over 5000 lives. Concentration in health and welfare plan design, creative financing, technical financial evaluation and forecasting, health care strategy, vendor management, wellness initiatives and cost saving strategies. Current equivalent premium base exceeds \$200 Million. Responsible for executive management of employee benefit service teams assigned to manage and service clientele, P&L, Budget/Forecasting and sales pipeline. Additional duties include office staffing, mentoring of new sales and service staff and as an additional resource for sales strategy, prospecting, presentations and after-action reviews. Consistently maintains exceptional office EBITDA and production results.

Liaison for cross-sell activity and accountability with non-health and welfare business segments, to include whitespace activity.

## EXPERIENCE

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### HEALTH AND WELFARE CARRIER AND BROKER/CONSULTING

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Thirty-three years of industry experience, including commercial carrier and broker/consulting exposure. Multi-disciplinarian within the health and welfare market, with an emphasis on underwriting, technical data analysis, plan design and product forecasting and pricing. Expertise in conventional and alternate funded financial methodologies, client strategy, and wellness plan design, ACA compliance and vendor relationship lead. Lead Producer.

#### Alliant Insurance Services, Southeast Division

#### Gallagher Benefit Services, Inc., a division of Arthur J. Gallagher & Co. (NYSE: AJG)

2005 to 2019

Scott joined Gallagher Benefit Services in 2005 in the employee benefits sector and has extensive health and welfare sales, consulting and technical evaluation and management experience with business ranging in scope from small local organizations with less than a hundred lives to Fortune 500 national clients. Proficient in all aspects of health care financing and underwriting, Scott has continually met the highest standards in production and service and has been a recognized leader in every position in which he has served. Scott's work experience began with Prudential Health Care in North Carolina, Pennsylvania and Illinois then progressed to Blue Cross and Blue Shield of Georgia where he sold and managed a large block of business. Scott transitioned to the brokerage and consulting field in 2002 and joined Willis of Georgia, where he practiced



until his talents were acquired by Gallagher Benefit Services. Scott served as the cross-sell liaison within the Atlanta market. Scott has consistently ranked in the upper 10% of all company producers in the eastern region of the country.

Scott served on the Cigna Regional Consumer Advisory Council, The Anthem Broker Advisory Council and the National Employee Benefits Forum.

Scott holds advanced healthcare designations of Chartered Life Underwriter and Chartered Financial Consultant and is licensed in Georgia as both a health care counselor and health care agent (fee or commission based).

## **WILLIS**

2002 TO 2005  
Vice President

Developed and managed area employee benefit business for employers with 300 to 5,000 lives representing 75,000 employee lives and over \$150 million in equivalent premium. Scott worked as a partner of the Atlanta Producer's Team in establishing the Atlanta office as the leading new producing employee benefits practice in the nation. Served as a leading member of the Willis Producer Advisory Council with responsibility for representing producer and account management business needs and challenges to the President and CEO. Expertise in M&A health and welfare due diligence.

## **Blue Cross Blue Shield of Georgia**

1993 – 2001

Senior Account Sales Manager for the Blues of Georgia. Scott was responsible for Broker and Consultant development, product dissemination, sales and account management for the largest book of commercial and public business with the firm. Performance consistently ranked superior for account retention, profitability and service. Scott managed an active clientele with over \$100 M in equivalent premium across all lines of products including medical, life, disability, vision and dental. Case mix varied from small domestic insured business, to larger city and county entities to Fortune 100 national accounts. Scott also worked closely with senior management on a transition program for business spanning two separate corporate mergers/acquisitions. Scott project led the pilot BlueCard national PPO program with BCBSGA via the first large client to utilize the platform. Involvement in the BlueCard project led to recognition by the BlueCross and BlueShield Association as the Distinguished Sales Leader of the Year in 1996.

## **Prudential Healthcare, Inc.**

1985 – 1993

Various Sales and Account Management positions in Charlotte, NC and Chicago IL. Responsible for the introduction and implementation of managed care and indemnity products for the middle market. Case mix focused on commercial business, both insured and alternate funded. All ancillary lines.

## **EDUCATION**

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### **UNITED STATES MILITARY ACADEMY AT WEST POINT (USMA)**

*B.S. Engineering, 1981 (Active duty: 1981 – 1985, Reserves 1986 - 1994)*

*American College, Bren Mawr, Pennsylvania Chartered Life Underwriter (CLU)*

*American College, Bren Mawr, Pennsylvania, Chartered Financial Consultant (ChFC)*



# **Shelita Battle Brevett | Project Coordinator**

Lawrenceville, GA | [REDACTED]

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## **PROFESSIONAL SUMMARY**

Analytical project coordinator with 10+ years of successful change management, business analysis, and deployment experience in varying professional settings. Recognized as an experienced leader with strengths in developing and implementing training material, Standard Operating Procedure (SOP) development, and regulatory compliance. Consistently coordinates complex projects with competing interests and deadlines on time and under budget.

## **PROFESSIONAL EXPERIENCE**

### **Georgia Film Office**

**Sept. 2015 –Present**

#### *Administrative Coordinator*

- Serve as the main point of contact to fulfill all orders, requests, and regulatory compliance documentation necessary for major film companies to film in the state of Georgia.
- Grow, maintain, and approve entries into the Film Directory for the State of Georgia.
- Expanded Georgia's film industry by developing and facilitating training on the Film Production Tax Credit, specific to companies whose Georgia production expenses comprise at least 60% of the Film's total production expenses.
- Implemented marketing strategies which resulted in 30% growth of donor base.
- Responsible for planning, executing, and finalizing department events and programs throughout the year including annual Georgia Night in LA event.
- Develop and track budgets by analyzing and evaluating event related expenses and revenue.
- Produce and distribute marketing content for campaigns and events through a series of print and electronic vehicles.
- Oversee responsibilities of association administrator such as financial transactions and event registration.
- Collaborate with internal and external stakeholders to develop job descriptions and post vacancies to fulfill production staff needs.

### **Georgia Department of Economic Development**

**July 2014 – Sept. 2015**

#### *Department Receptionist*

- Responsible for overseeing the day-to-day office operations including responding promptly to phone and email inquiries, corresponding with vendors, and managing incoming and outgoing mail/packages.
- Managed all scheduling, including authority to adjust schedules using discernment.
- Coordinated, planned, and implemented team building activities for increased employee engagement.
- Prepared memos, minutes, and reports for executive review.
- Drove 99% compliance by developing and maintaining internal data management system.
- Responsible for executive level preparation for virtual, telephone, and in person meetings including creating portfolios of relevant expense reports, previous correspondence, and memos of prior meetings.

### **Planned Parenthood**

**May 2007 – Feb. 2008**

#### *Administrative Assistant*

- Assisted with implementing assigned planning initiatives, including market analysis, budget, cost/benefit analyses, and reviews of facility relocations, new sites, closings of sites, and addition of new services and programs.



- Evaluated, compiled, analyzed and disseminated required information on assigned tasks/subjects, including information from consultants, staff, internal documents and external studies as assigned.
- Maintained electronic calendar, including scheduling and rescheduling events, conferences, travel and meetings for executive leadership.
- Collaborated with external and internal partners with the development and execution of sexual health programs and policies for youth, adults, seniors, and the LGBTQ populations.
- Respectfully and efficiently registered, received, and met the immediate concerns of up to 50 patients daily.

## **EDUCATION**

**Georgia Southern University Armstrong Campus** | Savannah, Georgia

*Bachelor of Science in Health Science*

Concentration: *Public Health*

## **SKILLS AND PROFICIENCIES**

- Full Life Cycle Project Management
- Customer Relationship Management
- Budgeting & Cost Control
- Vendor Management
- Contract Negotiations
- Financial Records and Processing
- Procurement Methodologies Process Development
- Relationship Building and Cultivation
- Consulting



# Shenna N. McKenzie, ML

## Healthcare Professional

### Contact

[REDACTED]  
Smyrna, GA 30082

[REDACTED]  
<http://www.linkedin.com/in/ShennaMckenzie>

### Education

*Argosy University*  
Master of Law in Compliance  
Concentration: Health Law  
January 2019  
Overall GPA : 4.0

*SUNY College at Old Westbury* B.A.  
Media & Communications May 2015

### Key Skills

Customer Service  
Data Entry  
Health Insurance  
Health Laws  
Healthcare Information Technology  
Healthcare Research  
Hospitals  
Leadership  
Medical Records  
Microsoft Office  
Patient Safety  
Regulatory Compliance  
Revenue Cycle  
Risk Management  
SME  
Verification

### Professional Profile

I am an accomplished administrative professional with over 14 years of experience in healthcare. My experience ranges from entry level roles to middle level leadership. I have ability to handle multiple projects and skills to solve complex problems with good analytical knowledge which can be useful for my job performance. I also hold a strong background in federal and local healthcare laws and research, including but not limited to HIPAA and EMTALA, as well as programs under the U.S. Department of Health and Human Services. I am seeking a position in Healthcare that will afford me the opportunity to further promote my education and experience in healthcare leadership, risk management, licensure, ethics, accreditation, and compliance.

### Experience and Accomplishments

*January 2019 – Present* **WELLSTAR HEALTH SYSTEM**  
PAS Financial Counselor • Wellstar Kennestone Hospital  
(Position became in-house from Conifer Health Solutions)

- Minimizes financial risks to patients by offering comprehensive financial support, including billing, claim filing, and financial advising.
- Identifies any applicable payment options or resources for which the patient may qualify and require referrals to local and federal agencies.

*October 2014 – December 2018* **CONIFER HEALTH SOLUTIONS**

*October 2018- Present*  
Financial Counselor • Wellstar Kennestone Hospital  
(Position transferred to Wellstar Health System)

*June 2017- October 2018*  
Patient Access Representative • Wellstar Atlanta Medical Center South

- Consistently achieved production and collection monthly quota set forth by department.
- Appointed EPIC *Cyberstar* to assist with the training of new and current employees on registration process during and after EPIC implementation.

*August 2015- June 2017*  
Patient Access Supervisor • Wellstar Atlanta Medical Center

- Reduced overtime and employee turnover rate by creating scheduling adjustments for the hospital's Patient Access Emergency, Bed Control, and Labor & Delivery Departments.
- Developed and implemented a trauma process to mitigate risks to facility resulting from improper patient care.
- Seamlessly completed inpatient transfers in hospital ADT system without patient care disruption during hospital transition from Tenet to Wellstar Health System.
- Enforced departmental policies, practices, procedures, and additional work rules in accordance with approved department and hospital policies.
- Assisted in the development and implementation of new policies according to hospital and corporate guidelines.



*October 2014- August 2015*

Patient Access Lead • Wellstar Atlanta Medical Center

- Served as patient advocate to help resolve patient issues pertaining to benefits, patient care concerns, medical professional staff, and patient rights. Managed escalated issues as needed.
- Provided daily support, mentoring, coaching, and training to new and existing Patient Access staff.

*December 2013 – July 2014*

***POM RECOVERY/ WMC***

Patient Access Specialist

- Collaborated with clinical staff to process seamless patient registration activities in a Level 1 fast-paced and high-acuity Pediatric and Adult Trauma Emergency Department.
- Recognized for consistently achieving 99% accuracy rates or higher in the organization's ADT system.
- Proven contribution to department's customer service scores based on patient surveys.

*October 2007 – August 2013*

***WESTCHESTER MEDICAL CENTER***

Departmental Registrar

- Served as the administrative liaison to the hospital's Admissions Department which required maintenance of interrelationships with patients, families, administration, business office, clinical, ancillary, volunteers, and other hospital employees.
- Helped improved department goals including patient satisfaction scores by implementing employee training logs, daily scheduling, and record keeping maintenance.
- Helped personalize the department's customer service experience to meet the individual needs of all customers, including patients, relatives, friends, employees, and all department visitors.

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## Awards

- *2019 Best Overall Employee PAS Week* – Wellstar Kennestone Hospital PAS Leadership

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## Additional Involvements

- National Multiple Sclerosis Society
- Atlanta Mission

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## References

[Available upon request.]

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**Sherri Allen, Esq.  
ALLEN LAW, LLC**

Sandy Springs, GA 30328

**1/2012 - Present**

**Solo Practitioner**

**Legal Practice Areas** - Social Security Disability Law, Veterans Law, and Personal Injury

**Law Offices of Sherri Allen, Inc., P.S.**

Bremerton, WA

**03/2001 - 01/2012**

**Solo Practitioner**

**Legal Practice Areas** - Social Security Law, Medical Negligence and Personal Injury

**Theiler Douglas Drachler and McKee, LLP**

Seattle, WA

**02/1997 - 03/2001**

**Partner**

**Legal Practice Areas** – Social Security Law and Personal Injury, Managing Partner for Human Resources

**Law Offices of Sherri Allen, Inc., P.S.**

West Sacramento, CA

**08/1988 - 02/1997**

**Solo Practitioner**

**Legal Practice Areas** – Social Security Law, Immigration Law and Personal Injury

**Law Office of James T. Stroud**

Van Nuys, CA

**07/1986 - 08/1988**

**Associate Attorney**

**Legal Practice Areas** – Social Security Law, Immigration Law and Transactional Law

**Law Office of David H. Greenberg**

Los Angeles, CA

**10/1985 - 03/1987**

**Associate Attorney**

**Legal Practice Area** – Medical Negligence and Catastrophic Injury



## **EDUCATION:**

### **J.D. - Indiana University School of Law**

**Major:** Civil Litigation **Minor:** Environmental Law

### **B.A. - Indiana University**

**Major:** Political Science **Minor:** Urban Studies

#### **Relevant Coursework, Licenses and Certifications:**

My major was Political Science and I minored in Urban Studies. During my undergraduate years I interned for the majority leader of the Indianapolis Marion County City-County Council, Indianapolis City Planning Department, and the Indianapolis Prosecutor's Office.

## **LICENSING:**

State Bar of Georgia (Active)

U.S. Court of Appeals for Veterans Claims

U.S.D.C. – North Georgia and Middle Georgia

Washington State Bar Association (Inactive)

State Bar of California (Inactive)

## **AFFILIATIONS :**

Sandy Springs Bar Association

Sandy Springs Board of Appeals – Committee Member

Leadership Sandy Springs Alumni

Sandy Springs Education Force Development Committee

Past Parliamentarian, North Springs Charter High School – School Governance Council

Coach – North Springs High School Mock Trial

Chair, Paralegal Advisory Board - Atlanta Technical College

Georgia State Bar - Military and Veteran Law Committee

Georgia Trial Lawyers Association

American Bar Association

American Association for Justice



SF

SIERRA FINNIE, MHA  
MASTERS OF HEALTHCARE ADMINISTRATION  
[REDACTED] OXFORD, GA 30054  
[REDACTED]  
[REDACTED]

## OBJECTIVE

To obtain position as k-12 general curriculum special education teacher in the areas of math, science, English language arts, and/ or social studies

## CERTIFICATION

- GACE Program Admission I, II, III
- GACE Educator Ethics-Program Entry/EXit
- GACE Special Education General Curriculum Test 1 (081), Test 2 (082)
- GACE Special Education Math and Science (088)
- GACE Special Education Reading ELA and Social Studies (087)

## EXPERIENCE

### **6<sup>th</sup> Grade Special Education English Language Arts Resource & Co-Teacher\* Clements Middle School Covington Ga\*July 2018-Present**

Provide direct support to students in a classroom by delivering instruction and ensuring learning through a variety of co-teaching models and strategies.

Develop Individualized Student Programs (IEP) for students; maintain compliance with all Federal Regulations and State Policies regarding the education of students with disabilities.

Ensure appropriate accommodations to the curriculum, lessons and learning environment. Instruction may be provided within the regular classroom setting, resource setting, and/or small classroom setting.

Formally and informally assess the student learning (rather than relying solely on standardized curriculum) to create a comprehensive learning program.

Work collaboratively with Lead Co-Teacher, teaching and grade-level teams and other staff, especially instructional support team, to plan, share student work and ensure that instruction is aligned with identified curriculum and standards.

**Analyst • CDC Atlanta Ga. • Jan. 2016 – Nov. 2017**

**Admin. Specialist • Newton County Sheriff's office Oct. 2013 – Feb. 2017**

**ADMIN. COORDINATOR • CALL AND GO BAIL BONDING  
JAN. 2009-Present**



SIERRA-FINNIE-  
5B344951



SF

SIERRA FINNIE, MHA  
MASTERS OF HEALTHCARE ADMINISTRATION  
[REDACTED]  
OXFORD, GA. 30054  
[REDACTED]

## EDUCATION

**MASTERS OF HEALTHCARE ADMINISTRATION • COMPLETED**  
CLAYTON STATE UNIVERSITY MORROW GA

GPA 3.6

**BACHELOR OF SCIENCE IN HEALTH MANAGEMENT • COMPLETED**  
CLAYTON STATE UNIVERSITY MORROW GA

GPA 3.4

**ASSOCIATE OF ARTS IN HEALTH SCIENCES • COMPLETED**  
VALDOSTA STATE UNIVERSITY VALDOSTA GA

GPA 3.7

Griffin RESA: TAPP Program

## PROFESSIONAL/LEADERSHIP ASSOCIATIONS

PROFESSIONAL ASSOCIATION OF GEORGIA EDUCATORS

NATIONAL INSTITUTE OF HEALTH PROTECTING HUMAN  
RESEARCH PARTICIPANTS

GEORGIA CRIME INFORMATION CENTER (GCIC)

NATIONAL CRIME INFORMATION CENTER (NCIC)

S



SIERRA-FINNIE-  
5B344951



# SIMONIA RIDLEY BLASSINGAME

Forsyth, Georgia

<https://www.linkedin.com/in/simonia-blassingame/>

Active Top Secret/SCI Security Clearance

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## PROFESSIONAL SUMMARY

Military veteran with varied COO-level leadership experience in the United States Navy. Accomplished strong results while leading diverse teams in dynamic, fast-paced environments. A comprehensive background in a variety of human resources disciplines that include: training, talent management, staffing, change management, operations management, and process improvement. Additional competencies include: strategic planning, budgetary oversight, program management, collaboration, and stakeholder relationships.

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## WORK HISTORY

### **Naval Postgraduate School/ Monterey, CA**

*Contracted Facilitator, Strategic Planning for Execution: Assessment and Risk*

*2018 - Present*

Uses expertise, knowledge of best-practices and proven practical experience to support Navy Commanders and their executive teams to develop mission-critical strategic plans designed to maximize Navy resources. Serves as a sounding board and HR advisor to Flag Officers transitioning to new CEO-level positions.

### **US Southern Command/ Doral, FL**

*Director, Intelligence Resources*

*July 2015 - Sept 2017*

Established customer driven goals for Human Resources, Financial Management, Property/Safety, and Training Departments within the Joint Intelligence Division. Created a Literary Lounge to increase professional development and career opportunities during a period of reduced funding.

- Oversaw the implementation of a new Defense Intelligence Agency Talent Management System; executed changes in staffing, placement, and performance management for over 400 military and civilian employees.
- Ensured all employment related actions were in compliance with federal law and consistent with agency policies and procedures. Transformed the Human Resources Career Management Board by standardizing the procedures - effectively diffusing long-standing disagreements between stakeholders on limited personnel placements.
- Advocated and championed an effort to develop a dynamic five-year multi-service Intelligence strategy and served as an agent for change management. Implemented a mentoring program to encourage more female leaders in the intelligence community and certified six new Change Management Registered Practitioners.
- Appointed by the Chief of Staff to lead focus group discussions on workplace sexual harassment and discrimination concerns. Also served as Co-Lead of the SOUTHCOM Women's Panel to demonstrate women in command leadership positions and answer questions on professional development
- Managed budget execution of \$40M+ and developed a program portfolio that used contracted vendor support to minimize intelligence gaps and strategic surprise.

### **Graduate School of Business and Public Policy/Monterey, CA**

*Military Associate Dean/Faculty/Lecturer*

*Dec 2012 – June 2015*

Redesigned human resources (HR) curricula with current HR practices, policies and procedures that identified vital concerns for senior decision-makers in recruiting, training, and retention. Facilitated student meetings and faculty brownbag sessions to increase the flow of information between students and faculty on academic policies and mission procedures. Courses Taught: HR Public Policy, HR Management, Business Modeling, Supply Chain Management

- Revamped the Navy Postgraduate School Research Studies program that led to the development of 88 inputs designed to meet Fleet customer objectives across multiple HR, training, and education areas.
- Introduced role-playing, simulations, human centered design, and peer reviews into multiple graduate level courses. Changes incorporated various types of teaching/learning approaches to problem-solving; further highlighted the interdependencies within government organizational operations.



# SIMONIA RIDLEY BLASSINGAME

Forsyth, Georgia

<https://www.linkedin.com/in/simonia-blassingame/>

Active Top Secret/SCI Security Clearance

## **Bureau of Naval Personnel/** Millington, TN

*Deputy Director, Production Management Office (PMO)*

*Nov 2010 – Dec 2012*

Restructured PMO to reinforce its new mission of minimizing costs and increase efficiencies within the Navy Enlisted Accession Supply Chain (NEASC). Spearheaded a comprehensive Change Management strategy that included both Learning and Strategic Communications campaigns to build the skills and competencies of all persons assigned to six separate supply chain organizations. Clarified priorities and provided systems explanations and integrated solutions to senior decision makers.

- Led a team of 37 professionals to develop significant system performance metrics and gain agreement with critical external stakeholders. Used a \$2.8M budget to fix critical readiness issues across the entire Navy.
- Introduced an annual Scenario Based Exercise to quickly assess current team performance goals and assess the current learning campaign objectives.

## **Center for Personal and Professional Development/** Pensacola, FL

*Site Director, Voluntary Education*

*Feb 2008 – Nov 2010*

Conceptualized, developed, and implemented major IT initiatives to support the strategic and tactical objectives of Voluntary Education (VOLED). Improved processes for the purchasing of resources for global operations and impacting 60,000 Sailors. Produced remarkable results in minimal time by encouraging successes amongst tenured staff members. Through direct mentoring and coaching, coupled with training and encouragement, all 16 team members took on larger roles and met higher expectations.

- Effectively managed the \$120M for VOLED education programs and established an Analysis Branch and identified performance metrics for 54+ Navy College Offices.
- Synthesized requirement requests and directed IT programmers for five new IT products from concept to fully operational capabilities. Leadership with complex projects led to better customer experiences faster data retrieval, and improved reporting capabilities for Sailors, education counselors, and executive managers.
- Demonstrated exceptional social skills and transformed the culture of the department. Within three months of reporting on board, implemented reorganizations between seven branches with successfully resolved conflicts with the bargaining unit which existed for almost a year.

## **Human Performance Center/** Dam Neck, VA

*Deputy Director, Career Management Office*

*Feb 2006 – Feb 2008*

Managed organizational and career development resources for 120 personnel throughout 20 dispersed locations. High level of expertise in HR competencies and operations research methods ensured that key organizational goals were effectively measured for Executive Management, Department Heads and Field Analysts.

- Expertly facilitated the Joint Task Analysis workshop to identify over 20 individual tasks and associated KSAs for 100 employees across seven departments for a new performance management system.
- Created a comprehensive data management system to review and analyze over 75,000 data elements for all civilian performance appraisals and delivered final performance plan scores ahead of schedule.
- Facilitated ASTD Human Performance Improvement courses for HPT certification.

## **Other Assignments United States Navy/**USS Enterprise (CVN-65), Chief of Naval Operations, Commander, Pacific

*Fleet, NSA Souda Bay Crete, Greece, Carrier Airborne Early Warning Squadron (VAW-120)*

*May 1992 – Feb 2006*

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### EDUCATION & CERTIFICATIONS

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**Naval Postgraduate School/**M.S. Operations Research

2001

**Troy University/**M.S. Educational Leadership

1999

**Spelman College/**B.S. Biology

1992

Senior Professional in Human Resources (SPHR) | SHRM Senior Certified Professional (SHRM-SCP)

EQ -i 2.0 and EQ 360 Certified (Emotional Intelligence) | APMG Change Management Registered Practitioner



# **Stephanie W. Abernathy**

Gillsville GA 30543

## **SKILLS**

Advanced computer knowledge, data entry, excellent phone and written communication skills, customer service experience, proficient in accounts receivable/accounts payable and collections, medical terminology knowledge, ability to multi-task, time management and scheduling skills, dependable and organized

## **WORK EXPERIENCE**

### **Ayers Office Products, Inc.**

**July 2015-Current**

#### **Administrative Assistant/Accounts Receivable/Payable (part-time)**

Administrative assistant to staff, accounts receivable and payable, customer service, answer multi-line phones, scheduling for office calendar, daily bank deposits, generate monthly account statements, account collections, receive and distribute mail, and cleaning of facility

### **Northeast Georgia Health System**

**October 2014-May 2015**

#### **Security Liaison**

Security Liaison for Women and Children's Pavilion or ER, greet and check in patients and visitors, obtain visitors identification and other information for badging, responsible for allowing visitor access into both secure and non-secure areas

### **White County Community Resource Association, Inc.**

**September 2008-October 2014**

#### **Manager**

Managed non-profit organization: administrative assistant to Board of Directors, customer service, responsible for public relations and advertising, weekly scheduling for employees and volunteers, accounts receivable and accounts payable, daily banking deposits, assisted with providing grants to local non-profit agencies, inventory and facility maintenance

### **Cleveland United Methodist Church**

**October 1999–September 2008**

#### **Administrative Assistant**

Administrative Assistant to pastor, staff, and board committees, scheduling for staff, board committees, and community events, published weekly bulletins and monthly newsletter, responsible for public relations and advertising, assisted with *Caring & Sharing* program for low-income residents, and ordered office supplies

## **EDUCATION**

North Georgia Technical College: Medical Office Receptionist

North Georgia Technical College: Business & Data Entry

Habersham Central High School Graduate



# STEPHEN MOLITOR

Marietta, GA 30062

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## Project Manager ♦ Consultant ♦ Retired Military Officer

Dynamic, transformational leader with demonstrated expertise in building and leading high-performing teams. Experience with government programs and projects. Strong analytical thinker with proven ability to deliver results that provide maximum benefit to the organization. Knowledge of the political process, student of the U.S. Constitution and its foundations.

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## PROFESSIONAL EXPERIENCE

### Consultant / Project Manager

Project leader, many in the field of information technology, across a variety of industries. Below is a small sample.

Government programs:

- Managed all aspects of an IT project for the Department of Homeland Security to produce a data communication standard for airport scanning machines. Managed a matrix working group comprised of NEMA staff, member company representatives, and U.S. government contractors.
- Managed two initiatives to develop and promote strategic energy efficiency goals of NEMA member companies. Conducted meetings with Congressional staff members to achieve a combination of policy implementation and promotion of industry codes and standards.

Manufacturing:

- Team Leader of a Continuous Improvement Team to improve forklift factory production by addressing assembly line issues. ERP system and business process improvements allowed the completion of approximately \$15 million dollars' worth of unfinished inventory in eight months.
- Developed and implemented a streamlined continuous improvement methodology for Rapid Improvement Projects using a combination of original and best-in-class tools and methods. Conducted training and mentored trainees on their own projects, resulting in numerous cross-departmental benefits and realized savings.

Healthcare:

- Consultant and project manager to a Fortune 100 healthcare products company at their worldwide IT headquarters. Managed the consolidation of IT service offerings from multiple IT organizations into a single service organization, resulting in a cost savings of approximately \$50,000/month.
- Consultant to a major Health Services company. Managed two concurrent process improvement projects, selected project teams, refined project scopes, managed project resources, identified and eliminated unnecessary process steps reducing process cycle time for both initiatives by approximately 66%.

### Military

- 21-year career on Active Duty (10 years) and in the Reserve (11 years), retired as a Navy Commander with an Honorable discharge.
- Veteran of Operation Desert Shield/Desert Storm with 21 combat missions, Operation Desert Strike, and Operation Iraqi Freedom.

## EDUCATION and CERTIFICATIONS:

- Bachelor of Arts, Indiana University
- Flight Training, U.S. Navy
- Certified as a Continuous Improvement Expert at Nissan/UniCarriers Americas Forklift
- ITIL v3 Foundation
- Cisco Certified Network Associate
- IT Operations Management, Level(3) Networks



Stuart Frohlinger



Athens, GA 30605

#### LIFE MISSION STATEMENT

As lifetime Republican, I strive to be the best person possible and help others achieve the same for themselves. This core value makes me uniquely qualified to serve the residents of the great state of Georgia.

I have lived in Athens, Ga for almost 3 years. I recognize many of our strengths as well as the many challenges we face. My family and friends believe that my view of today's struggles and solutions are both viable and reasonable.

#### LIFE EXPERIENCES

- I've been married to same beautiful woman for 41 years - STABILITY
- Together with my wife, we raised 2 wonderful kids who never had a drug problem, were never arrested and never hurt anyone. Both are successful business people.

#### LIFE ACHIEVEMENTS

- President and Treasurer of co-op building in New York City
- Three time recipient of Small Business Administration Gold Medal
- Understanding the value of difference:

My wife is a Democrat and Irish Catholic. I am a Republican and Jewish

#### LIFE EDUCATION AND CAREER

- MBA – Accounting
- Citibank Senior Executive with specialties in Leadership and Finance



# A. Summey Orr III

[REDACTED]  
Dunwoody, Georgia 30338  
[REDACTED]

## **Education**

### **University of North Carolina – Chapel Hill**

Bachelor of Arts, Journalism and Political Science, 1983

Juris Doctor, 1986

## **Employment**

### **Thrasher & Whitley, PC**

Atlanta, Georgia

Associate attorney 1986 –1987

### **Alston & Bird LP**

Atlanta, Georgia

Associate attorney 1987 –1992

### **Holland & Knight LLP** (successor by merger to Branch Pike & Ganz LLP)

Atlanta, Georgia

Associate attorney 1992 –1994; Partner 1994 – 2009

### **Hartman Simons & Wood LLP**

Atlanta, Georgia

Partner 2009 – Present

## **Volunteer Experience**

Board Member - Sheltering Arms

Board Member - America Scores Atlanta

Board Member - United Methodist Children's Home

## **Personal**

Member, St. James United Methodist Church, Atlanta, Georgia

Married to Anna Good Orr



**SUZANNE L. STAEBLER**

Atlanta, GA 30324

**EDUCATION**

**Doctor of Nursing Practice (DNP)**

*Texas Christian University, Conferred May 2010*

Project Study: Landscape Assessment for Regionalized Systems of Perinatal/Neonatal Care

**Master of Science in Nursing/ Minor in Education (MSN)**

*The University of Texas Health Science Center; Conferred with December 1991*

Clinical Specialty: Care of the High Risk Neonate: Clinical Nurse Specialist (CNS) / Neonatal Nurse Practitioner (NNP) dual track

**Bachelor of Science in Nursing (BSN)**

*Baylor University, Conferred, May 1988*

**CERTIFICATION**

National Certification: NCC (National Certification Corporation for Obstetric, Gynecologic and Neonatal Nursing Specialties) Neonatal Nurse Practitioner, 1992 - present

**HONORS AND AWARDS**

April 2018	Distinguished Alumni, Baylor University Louise Herrington School of Nursing
April 2018	Outstanding Policy Leader Award, National Organization of Nurse Practitioner Faculties (NONPF)
Nov 2016	Nurse of the Year in Academic Education, March of Dimes Georgia Chapter
Oct 2016	Fellow: American Academy of Nursing (AAN)
Oct 2015	Neonatal NP Excellence Award
Sept 2015	National Association of Neonatal Nurse Practitioners (NANNP) Georgia Nursing Health Policy Fellowship- inaugural award Collaboration between Emory School of Nursing and Georgia Health Policy Center at Georgia State University
June 2015	Georgia Nurse Practitioner (NP) Advocate of the Year Award
March 2015	American Association of Nurse Practitioners (AANP) Faculty Policy Fellowship
June 2014	American Association of Colleges of Nursing (AACN)
Sept 2011	Fellow: American Association of Nurse Practitioners (AANP) National Association of Neonatal Nurses (NANN) Distinguished Service Award
March 2010	NANNP Nurse in Washington Internship (NIWI) award recipient

**LEADERSHIP POSITIONS**

National Certification Corporation (NCC)

President, Board of Directors (Jan. 2016-present)- term to end Dec 2019

Member, Board of Directors (2014-2016)

Member, Neonatal NP Exam Content Team (2014-present)



### Georgia Nurses Association

Advanced Practice Registered Nurse (APRN) Director (Oct 2014-present)

New role on GNA Board: Facilitation of APRN initiatives across Georgia; Collaborate with other APRN organizations and stakeholders in the state to bring consensus in advancing legislative agenda and moving Georgia toward full practice authority of APRNs

- Georgia Nursing Leadership Coalition (GNLC) APRN task-force member
- Ad-hoc committee member: Georgia Board of Nursing APRN Committee Legislative Committee member (Jan 2015-present)

### Georgia AHEC

Primary Care Workgroup Member (2015-present)

Nurse Practitioner and Nursing Faculty representative on this state-wide workgroup

Focus is on increasing access to care in rural Georgia and recruitment of providers to underserved areas in the state.

### National Association of Neonatal Nurses (NANN) and National Association of Neonatal Nurse Practitioners (NANNP)

Advocacy representative for national initiatives (2009-present):

- National APRN L.A.C.E Workgroup Liaison
  - Licensure, Accreditation, Certification and Education
- APRN Roundtable
- APRN Alliance Liaison

Chair, NANNP Governing Council (October 2012- present)

Chair-elect, NANNP Governing Council (February-October, 2012)

Co-Chair, Health Policy and Advocacy Committee (2010-2012)

Chair, APN Fatigue and Shift Length Task Force (2007)

Invited Delegate, 1<sup>st</sup> International Neonatal Nursing Delegation, People's Republic of China. May 2007

## **PROFESSIONAL EXPERIENCE**

June 2018-Present	Professor Specialty Coordinator, Neonatal NP Track, MSN Program Health System Leadership Track Coordinator, DNP Program Nell Hodgson Woodruff School of Nursing at Emory University Neonatal NP, Emory University School of Medicine
Jul 2014 – June 2018	Associate Professor, Specialty Program Coordinator, Neonatal NP Nell Hodgson Woodruff School of Nursing at Emory University Neonatal NP, Emory University School of Medicine <ul style="list-style-type: none"><li>• Design, development and execution of new neonatal NP program curriculum. Design and launch of high-fidelity neonatal simulation lab</li><li>• Policy and Leadership Strategic Initiative co-leader; member of Admissions committee, Honor Council and Clinical Faculty Advancement committee.</li></ul>
Jan 2014 - May 2014	Instructor: Medical University of South Carolina, College of Nursing Course Instructor: <i>Health Policy and Politics</i>
Jul 2013 - Jun 2014	Neonatal Nurse Practitioner: Le Bonheur Children's Hospital, Memphis TN



March 2013 – June 2014	Neonatal Nurse Practitioner: Pediatrix Medical Group of Tennessee, Nashville, TN
Oct 2012- Present	<p>Policy Consultant: Alliance for Patient Access (AfPA) and National Coalition for Infant Health (NCfIH), Washington DC</p> <ul style="list-style-type: none"> <li>• Coordination of RSV immunoprophylaxis advocacy efforts (state and federal); spokesperson for this issue: <a href="https://www.youtube.com/watch?v=pkUbV6Hl11o">https://www.youtube.com/watch?v=pkUbV6Hl11o</a></li> <li>• Development of advocacy agenda for NCfIH.</li> </ul>
Aug 2010- Oct 2012	<p>Assistant Director, Advanced Practice Nursing: Monroe Carell Jr. Children's Hospital at Vanderbilt, Nashville TN</p> <p>Adjunct Faculty: Vanderbilt School of Nursing</p>
Dec 2005 – Aug 2010	APN Clinical Specialist, Neonatal Services: Texas Health Presbyterian Hospital of Plano, Plano TX
Aug 1999- Aug 2010	<p>Neonatal Nurse Practitioner- PRN (1/06-8/10)</p> <p>APN Coordinator (11/02-12/05)</p> <p>Central Regional NNP Leader (10/01-11/02)</p> <p>Neonatal Nurse Practitioner Coordinator (8/99-10/01)</p> <p>Pediatrix Medical Group of Texas, North Dallas Practice, Dallas TX</p>

## PROFESSIONAL AFFILIATIONS

1989 – Present	National Association of Neonatal Nurses (NANN)- member
2007 – Present	National Association of Neonatal Nurse Practitioners (NANNP)- member
2011 – Present	American Association of Nurse Practitioners (AANP)- member
2011 – Present	American Nurses Association (ANA)- member
2014 – Present	Fellows of American Association of Nurse Practitioners (FAANP)
2014 - Present	Georgia Nurses Association (GNA)

## POLITICAL AFFILIATIONS

2000's	<p>Collin County Republican Party- member</p> <p>Precinct Poll Worker</p>
2016 – Present	<p>Fulton County Republican Party: Circle R member</p> <p>Precinct Secretary (2019—Present)</p>
April 2017-Su 2018	Nurses for Cagle Coalition co-chair



SUZANNE L. STAEBLER, DNP, APRN, NNP-BC, FAANP, FAAN  
Professor, Clinical Track  
Nell Hodgson Woodruff School of Nursing  
Emory University

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## EDUCATION

<u>Dates</u>	<u>Institution and Location</u>	<u>Degree</u>
2010	Texas Christian University, Fort Worth, Texas	DNP
1991	The University of Texas Health Science Center, San Antonio, Texas	MSN
1988	Baylor University, Waco, Texas	BSN

## LICENSES AND CERTIFICATIONS

<u>Dates</u>	<u>Type</u>	<u>License Number</u>
2014 - Present	Registered Nurse, Georgia APRN with prescriptive authority	RN237262
1992 - Present	NCC (National Certification Corporation for Obstetric, Gynecologic and Neonatal Nursing Specialties) Neonatal Nurse Practitioner	
1992 - Present	Neonatal Resuscitation Program: American Heart Association and The American Academy of Pediatrics, Regional Trainer	
2008 - Present	STABLE Program Post-resuscitation / Pre-transport Stabilization Care of Sick Infants, Lead Instructor	

## HONORS AND AWARDS

<u>Year</u>	<u>Name of Award</u>
2018	Distinguished Alumni, Baylor University Louise Herrington School of Nursing
2018	Outstanding Policy Leader Award, National Organization of Nurse Practitioner Faculties (NONPF)
2016	Nurse of the Year in Academic Education, March of Dimes Georgia Chapter
2016	Fellow: American Academy of Nursing
2015	Neonatal NP Excellence Award- NANNP
2015	Georgia Nursing Health Policy Fellowship- Inaugural award
2015	AANP Georgia NP Advocate of the Year Award
2015	AACN Faculty Policy Fellow
2014	Fellow: American Association of Nurse Practitioners (AANP)
2011	Distinguished Service Award from NANN



2010

NANNP Nurse in Washington Internship (NIWI)

## PROFESSIONAL POSITIONS

<u>Month, Year</u>	<u>Position</u>	<u>Institution</u>
Jun 2018 - Present	Professor, Clinical Track Specialty Coordinator, Neonatal NP Track, MSN Program Health System Leadership Track Coordinator, DNP Program	Nell Hodgson Woodruff School of Nursing at Emory University
Jul 2014 – May 2018	Associate Professor, Clinical Track Specialty Coordinator, Neonatal NP track, MSN Program	
Sept 2014- present	Neonatal Nurse Practitioner	Emory University School of Medicine
Jan 2014 - May 2014	Instructor	Medical University of South Carolina, College of Nursing
Jul 2013 - May 2014	Neonatal Nurse Practitioner	Le Bonheur Children's Hospital
Mar 2013 - Jun 2014	Neonatal Nurse Practitioner	Pediatrics Medical Group of Tennessee
Feb 2013 - Present	Healthcare/ Policy consultant	Alliance for Patient Access; National Coalition for Infant Health
Aug 2011 - Oct 2012	Adjunct Faculty	Vanderbilt School of Nursing
Aug 2010 - Oct 2012	Assistant Director, Advanced Practice Nursing	Monroe Carell Jr. Children's Hospital at Vanderbilt
Dec 2005 - Aug 2010	APN Clinical Specialist, Neonatal Services	Texas Health Presbyterian Plano
Aug 1999 - Aug 2010	Neonatal Nurse Practitioner- PRN (1/06- 8/10) APN Coordinator (11/02-12/05) Central Regional NNP Leader (10/01-11/02) Neonatal Nurse Practitioner Coordinator (8/99-10/01)	Pediatrics Medical Group of Texas, Inc. / MAGELLA Healthcare
Aug 2002 - Aug 2007	Clinical Faculty / Lecturer	Baylor University Louise May Herrington School of Nursing



Feb 1996 - Feb 1999	Neonatal Nurse Practitioner	Baylor University Medical Aug Center (BUMC)
Sept 1995 - Jan 1996	Education and Practice Consultant	Women's Hospital Florence, South Carolina
Mar 1992 – Feb 1996	Joint Appointment, Neonatal Nurse Practitioner Clinical Instructor, College of Nursing (Aug 1994 – Feb 1996)	Medical University of South Carolina (MUSC)
	Neonatal Nurse Practitioner II (Mar 1992 – Jul 1994)	
Aug 1990 - Mar 1992	Staff Nurse (Civilian Employee), Level III Neonatal ICU	Western Nursing Services and Wilford Hall USAF Medical Center
Jun 1998 - Aug 1990	Registered Clinical Nurse II	Presbyterian Hospital of Dallas

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## **SCHOLARSHIP: GRANTS AND OTHER FUNDING**

### **Research Grants Under Review (*in reverse chronological order*)**

Center for Regulatory Excellence (CRE): Advanced Practice Provider Workforce Economic Impact Analysis: Removing Regulatory Barriers to Improve Healthcare Access in Georgia; submitted 4/5/2019

### **Research Grants Funded (*in reverse chronological order*)**

N/A

### **Educational, Training, and Program Grants Under Review (*in reverse chronological order*)**

N/A

### **Educational, Training, and Program Grants Funded (*in reverse chronological order*)**

Educational Outcomes Evaluation of Alternative Entry into Neonatal NP programs. (S. Staebler, principal investigator). Unfunded single-site pilot study conducted with approval of the National Association of Neonatal Nurse Practitioners. (Aug 2018-Present)

Co-Author: Fund for Innovation Teaching (FIT) Grant: Neonatal and Pediatric Approaches to Advanced Health Assessment (NNP/PNP); Awarded June 2015: \$3000



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## SCHOLARSHIP: PUBLICATIONS

**Original Articles in Peer-Reviewed Journals** (*in reverse chronological order; please include the PubMedCentral ID Number (PMCID) if available*) (*provide \* next to data based publications*)

**Staebler, S.** (2019). Not Never, Just Not Now: DNP as entry into NP Practice. Journal of the American Association of Nurse Practitioners (JAANP). Accepted with revision, May 23, 2019.  
Manuscript number JAANP-D-19-00086.

Wilbeck, J, Evans, DD, Hummer, K & **Staebler, S.** (2019). Supporting Program Rigor in Newly Developed Specialty Academic Programs: Use of a Self-Evaluation Reporting Tool for Emergency Nurse Practitioner (ENP) Academic Programs. Journal of the American Association of Nurse Practitioners (JAANP). Accepted with Revisions, May 8 2019.

**Staebler, S.** & Blake, S. (2019). Respiratory Syncytial Virus: Policy Overview and New Public health risks. Submitted to Policy, Politics, & Nursing Practice- under review.

Bailey, T., Christiansen, B., Champion, JD., & **Staebler, S.** (2019). Assessment of Neonatal Nurse Practitioner and Neonatologist Perceived Readiness for Increased Practice Autonomy. Submitted to Advances in Neonatal Care- under review.

Goldstein, M., Phillips, R., DeVincenzo, JP., Krilov, LR., Merritt, a., Yogev, R., **Staebler, S.**, Kandri, m., Fergie, JE., Schechter, MS., Gorham, M. and Cherry, JD. (2017). National Perinatal Association 2018 Respiratory Syncytial Virus (RSV) Prevention Clinical Practice Guideline: An Evidence-Based Interdisciplinary Collaboration. Neonatology Today, 12(10).

**Staebler, S.**, Bissinger, R. (2017). 2016 Neonatal Nurse Practitioner Workforce Survey: Report of Findings. Advances in Neonatal Care, 17(5), 331-336. (Attention score of 8 by Altmetrics)

**Staebler, S.**, Campbell, J., Cornelius, P., Fallin-Bennett, A., Fry-Bowers, E., Mai Kung, Y., LaFevers, D., Miller, J. (2017). Policy and Political Advocacy: Comparison Study of Nursing Faculty to Determine Current Practices, Perceptions and Barriers to Teaching Health Policy. Journal of Professional Nursing, 33(5), 350-355.  
<http://dx.doi.org/10.1016/j.profnurs.2017.04.001>

Sheldon, RE., Bissinger, RL., Kenner, C., and **Staebler, S.** (2017). The Status of US Neonatal Nurse Practitioner Education in 2015–2016. NeoReviews, 18(1), e3-21.  
<http://neoreviews.aappublications.org/>

Blake, S., Tanaka, D., Bendz, LM., **Staebler, S** and Brandon, D. (2016). Evaluation of the Financial and Health Burden of Infants at Risk for Respiratory Syncytial Virus. Advances in Neonatal Care, 00 (00), 1-7 PMID: 27926583



Kamanski, MM, Meier, S. & **Staebler, S.** (2015) National Association of Neonatal Nurse Practitioners (NANNP) Workforce Survey. *Adv in Neonatal Care*, 15 (3):182-190.

Meier, S. & **Staebler, S.** (2015). 2014 Neonatal Nurse Practitioner Workforce Survey Executive Summary. Chicago, IL: National Association of Neonatal Nurse Practitioners. PMID: 24042132

**Staebler, SL**, Alianiello L, Kosch B, Keels E. The Long Road Home: Neonatal Long-term Care. *AACN Adv Crit Care*. 2014; 25(4):330-333. PMID: 25340414

**Staebler, S.** (2014). Enteral Feeding Misconnections in the NICU: A Continuing Patient Safety Threat. *Adv in Neonatal Care*, 13(6), pp447-453. PMID: 24300965

**Staebler, S.** (2013). NANN discusses bullying in the workplace, educational abstract deadlines, and the NNP workforce survey: Horizontal hostility. *Advances in Neonatal Care*, 13(5), 305–307. PMID: 24042132

**Staebler, S.** (2013). New barriers impact education of APRNs: Part II. *NANN Central*, 29(3), 2.

R M Phillips, M Goldstein, K Hougland, R Nandyal, A Pizzica, A Santa-Donato, **S Staebler**, A R Stark, T M Treiger and E Yost on behalf of The National Perinatal Association. (2013). Multidisciplinary guidelines for the care of late preterm infants *Journal of Perinatology*, 33, S5–S22. PMID: 23803627 PMCID: PMC3697041

**Staebler, SL.** (2011). Regionalized Systems of Perinatal Care: Health Policy Considerations. *Advances in Neonatal Care*, 11(1), 37-42 PMID: 21285655

Griffin, E, **Staebler, SL**, Murey, K, McCorstin, P and Harrington, L. (2007). Dashboards: A tool to demonstrate the impact of the advanced practice nurse in the hospital setting. *Oncology Nursing Forum*, 34(2), 572-73.

**Staebler, SL.** (2006). NICUniversity: A Virtual Learning Experience. *AAPNews*. 27.

**Staebler, SL** and Bissinger, RL. (2004). NANN celebrates 20th anniversary. *AAPNews*. 25.

Bissinger, RL and **Staebler, SL.** (2004). Web-based NNP education programs. *AAPNews*. 25.

**Staebler, SL.** (2001). Keys to Successful Abstract Writing. *Central Lines: The Official Publication of the National Association of Neonatal Nurses*, 17(1), 23-4.

Peer-Reviewed Publications – Submitted/Under review



- Staebler, S. (2019). Not Never, Just Not Now: DNP as entry into NP Practice. *Journal of the American Association of Nurse Practitioners (JAANP)*. Submitted March 29, 2019. Manuscript number JAANP-D-19-00086.
- Wilbeck, J, Evans, DD, Hummer, K & Staebler, S. (2019). Supporting Program Rigor in Newly Developed Specialty Academic Programs: Use of a Self-Evaluation Reporting Tool for Emergency Nurse Practitioner (ENP) Academic Programs. *Journal of the American Association of Nurse Practitioners (JAANP)*. Submitted March 19, 2019.
- Staebler, S. & Blake, S. (2019). Respiratory Syncytial Virus: Policy Overview and New Public health risks. Submitted to *Policy, Politics, & Nursing Practice*- under review.
- Bailey, T., Christiansen, B, Champion, JD., & Staebler, S. (2019). Assessment of Neonatal Nurse Practitioner and Neonatologist Perceived Readiness for Increased Practice Autonomy. Submitted to *Advances in Neonatal Care*- under review.

**Document Development / Book Chapter (as APA citations, in reverse chronological order)\**

Staebler, S. (in press). The Premature Infant in the Pediatric Acute Care Setting. In B. Bolick, K. Reuter-Rice, M. Madden, & B. Severin (Eds.), *Pediatric acute Care: A guide for Interprofessional practice* (pp. xxx-xxx). St. Louis, Mo: Elsevier

Neonatal Sepsis. In *Golden Hours: Care of the Very Low Birth Weight Infant*, 2<sup>nd</sup> ed. National Certification Corporation, Chicago, IL. 2019

Hypoglycemia. In *Golden Hours: Care of the Very Low Birth Weight Infant*, 2<sup>nd</sup> ed. National Certification Corporation, Chicago, IL. 2019

Fitting All the Pieces Together: Formulating a Differential Diagnosis Based on Assessment Findings. In *Neonatal Advanced Practice Nursing: A Case Based Learning Approach*. Springer Publishing. 2017

Position Paper: Neonatal APRN Practice. National Association of Neonatal Nurse Practitioners, 2014 (task force chairperson).

White Paper: The Future of Neonatal APRN Practice. National Association of Neonatal Nurse Practitioners, 2014 (task force chairperson).

NANN Position Statement 3043: Neonatal APN Shift Length, Fatigue and Impact on Patient Safety. *Advances in Neonatal Care*, 7(6), 326-29.

Prevention of Bilirubin Encephalopathy and Kernicterus in Newborns: NANN Position Statement. National Association of Neonatal Nurses, August 2003.

**Document / Book Reviews (as APA citations, in reverse chronological order)**



Peripherally Inserted Central Catheters: Guideline for Nursing Practice By: Janet Pettit, RNC, MSN, NNP and Mary Mason-Wycoff, MSN, ARNP. National Association of Neonatal Nurses, 1999.

Care of the Premature Infant with a Patent Ductus Arteriosus (PDA): Guideline for Practice. By: Roberta Cavindish, RN and Lori Jackson, RN, MS, CCRN. National Association of Neonatal Nurses, 1999.

Care of the Neonate Requiring Parenteral Nutrition: Guideline for Practice. By: Terri A. Cavalier, RNC, MS, NNP, Margaret R. Murphy, RNC, MS, NNP and Lori Jackson, RN, MS, CCRN. National Association of Neonatal Nurses, 1999.

**Research Abstracts and Proceedings (*as APA citations, in reverse chronological order*)**

Miller, J & **Staebler, S.** (2019). Doctoral Level Health Policy: Bringing Reality to the Vision. Podium Presentation at National Organization of Nurse Practitioner Faculty 45<sup>th</sup> Annual Conference. April 4-7, 2019. Atlanta, GA.

**Staebler, S** & Blake, S. (2018). Respiratory Syncytial Virus: Policy Review and New Public Health Risks. Poster presentation at 11<sup>th</sup> International RSV Symposium. October 31-November 2, 2018, Asheville, NC.

Willis, C., **Staebler, S.**, Rencher, W., Haberman, M and Redd, S. (2017). Healthcare Financing and Systems Thinking Learning Series. Poster presentation at AcademyHealth National Health Policy Conference, Jan 30-31, Washington, DC

Willis, C, Rencher, W, Redd, S, Zhou, M, Ketsche, P, Custer, W, Watts, E, & **Staebler, S.** (2016). Patient Access in Medicaid: Did the Fee Bump Matter? Podium and poster presentation at Academy Health 2016 Annual Research Meeting. June 26-28, 2016, Boston, MA.

**Staebler, S.** & Meier, S. (2016). Neonatal NP Workforce Crisis: Longitudinal evaluation of the national focus on primary care provider shortage. Poster presentation, NONPF National Meeting, April 13-16, 2016. Seattle, WA.

Kinch, JS, Landsman, IS, Harris, ZL, Watson, S & **Staebler, S.** (2012). How Do You build a Pediatric Sedation Service? A description of a multi-disciplinary approach to pediatric sedation services. Poster presentation, NAPNAP National Meeting, March 28-30th, San Antonio, TX.

Kinch, JS, Landsman, IS, **Staebler, S.**, Hernandez, S, & Maness, C. (2012). Innovative Practice Model for Anticipatory Guidance, Preparation and Education for Pediatric Patients Requiring Sedation for MRI. Poster presentation, NAPNAP National Meeting, March 28-30th, San Antonio, TX.

**Staebler, SL,** Kinch, JS, Slone, C, & Terrell, M. (2012) Demonstrating Organizational Benefit of Pediatric APRN Practice in an Academic Medical Center. Abstract podium presentation, ANA Quality Conference. Jan 25-27, Las Vegas, NV.



**Seaman, SL.,** Walker, V., and Null, D. (1993). Fentanyl Adsorption Within an Extracorporeal Membrane Oxygenator (Abstract). Poster Presentation National Association of Neonatal Nurses Annual National Meeting, Orlando, FL., Sept., 1993.

**Instructional Booklet (*as APA citations, in reverse chronological order*)**

Understanding Clinical Research. On-line Continuing Education Module. National Association of Neonatal Nurse Practitioners, 2010. Revised 2017

**Educational Software (*as APA citations, in reverse chronological order*)**

Baby Steps to Home: A guide to prepare NICU parents for home. <http://babystepstohome.com/>  
2<sup>nd</sup> ed. Published online in May, 2018.

**Video (*as APA citations, in reverse chronological order*)**

Why Preemies Need Access to an Exclusive Human Milk Diet. Video/Script Advisor  
<https://www.youtube.com/watch?v=Qk0wzlxjeIQ>

The Gap Baby: An RSV Story. Video/Script Advisor and Author  
<https://www.youtube.com/watch?v=s93vYsJne0U>

Video Interview: Protect Premature Infants from RSV  
<https://www.youtube.com/watch?v=pkUjV6Hl11o#action=share>

NICUniversity Lecture Series: RDS and Surfactant Deficiency. February 2006.

NICUniversity Lecture Series: Parenteral Nutrition in the NICU. February 2006.

NICUniversity Lecture Series: Nutritional Management of the Premature Infant: Common Nuisances and Controversies. February 2006

NICUniversity Lecture Series: Fluid and Electrolyte Management: Metabolic Alterations in the ELBW Infant. February 2006

**Social Media/ Blogs (*as APA citations, in reverse chronological order*)**

Online interview: <http://www.nursepractitionerschools.com/blog/neonatal-np-heroes>

Tubing Mix-ups Pose New Dangers for Infants. <http://allianceforpatientaccess.org/tubing-mix-ups-pose-new-dangers-for-infants/>

Online interview: <http://www.lifezette.com/healthzette/zika-baby-born-in-continental-u-s/>

New Guidelines Put Preemies at Risk. <http://allianceforpatientaccess.org/new-guidelines-put-preemies-risk/>



Seeing your way to Good Health (radio appearance) on “Through the Lynns” show. November 12, 2017. Atlanta, GA.

Twitter: @SuzanneStaebler

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## **SCHOLARSHIP: PRESENTATIONS**

### **International Presentations (as APA citations, in reverse chronological order) \* denotes invited lecture**

Respiratory Syncytial Virus: Policy Review and New Public Health Risks. Poster Presentation @11th International RSV Symposium. Asheville, NC, USA. November 2, 2018.

\*Biologics Therapy for Immuno-protection in Premature Infants: Immunoprophylaxis Therapy for RSV Disease. Encuentro De Asociaciones de Pacientes de America Latina Sobre Bioterapeuticos. Buenos Aires, Argentina. December 9-11, 2015

Invited Delegate: People’s Republic of China. 1st International Neonatal Nursing Delegation. Beijing, Guilin and Shanghai China. May, 2007  
Management of Hyperbilirubinemia;  
Thermoregulation in the ELBW Infant;  
Developmental Care in the NICU.

### **National Presentations (as APA citations, in reverse chronological order) \* denotes invited lecture**

\* PhD vs. DNP: Charting your course in doctoral education (facilitated with Linda Harrington, PhD). AACN National Training Institute. Orlando, FL. May 20-24, 2019

\*2019 APRN Roundtable panelist: What’s New about Maintenance of Certification for APRNs. Chicago, IL. April 9, 2019

\*LACE Panelist. National Organization of Nurse Practitioner Faculty 45th Annual Conference. April 4-7, 2019. Atlanta, GA.

\*Research abstract: Miller, J & Staebler, S. (2019). Doctoral Level Health Policy: Bringing Reality to the Vision. Podium Presentation at National Organization of Nurse Practitioner Faculty 45th Annual Conference. April 4-7, 2019. Atlanta, GA

\*Survey Says: Results of National RSV Survey

\*Vital Connections: A Demonstration of Hospital Tubing Safety. 2018 Infant Health Policy Summit: Tiny Patients: Big Issues. Washington, DC. October 25, 2018.

\*The RSV Story: When Treatment is Out of Reach But Not Out of Mind (panel moderator)

\*Safety in the NICU: New Tubes, New Problems? (panel expert) Infant Health Policy Summit. Diversity and Disparity: Breaking Down Access Barriers. Washington, DC. October 26, 2017.

\*LACE Panel Discussion (invited panelist). NONPF National meeting, Washington, DC. April 23, 2017.



- \*Changing Lanes: APRNs Adding a Focus or Population. Panel Moderator. NCSBN APRN Roundtable, April 4, 2017 Rosemont, IL.
- A Health Policy Faculty Survey: Roads to Competency. Poster presentation at RWJF Nursing and Health Policy Collaborative Annual Policy Conference. San Diego, Jan 17, 2017
- \*Results of 2015 NNP Program National Survey. NANNP National Meeting. Palm Springs, CA. October 26, 2016
- \*RSV Expert Panel Moderator. National Coalition for Infant Health (NCfIH) Policy Summit. Washington DC. September 15, 2016.
- \*Essentials of NNP Practice: Assessment and Management of the Term Newborn. NANNP Annual Meeting, Dallas, TX. October 22-23, 2015.
- \*Optimal Program Management: Innovation for NNP Programs. NANNP Faculty Summit. NANNP Annual Meeting, Dallas, TX. October 22-23, 2015.
- \*Protecting Preemies: Immunizations and RSV Immunoprophylaxis Expert Panel Discussion. NCfIH Premie Matters Policy Summit. Washington DC, June 24-25, 2015
- Respiratory Syncytial Virus & Immunoprophylaxis: Policy Impact and Health Outcomes of Premature Infants. AANP National Meeting, New Orleans, LA. June 9-13, 2015.
- \*What Role will Simulation and OSCE Experiences Have in the Future of NNP Education? 18th Annual Neonatal Advanced Practice Nursing Forum, Neonatal Faculty preconference, Washington, DC. May 27, 2015.
- \*Making Sense of LACE and Continuing Competency Regulation Neonatal APRN Practice: Current and Future “States” 12th National Advanced Practice Neonatal Nurses Conference, Chicago, IL. March 11-14, 2015
- \*Empowering APRNs in Advocacy and Policy- Keynote address Advocacy in Action: Current APRN Advocacy Agenda - Concurrent Workshop 17th Annual Neonatal Advanced Practice Nursing Forum, Washington, DC. May 29-30, 2014.
- \*Neonatal APRN Education and Practice: National SWOT Analysis. 17th Annual Neonatal Advanced Practice Nursing Forum, Neonatal faculty and clinical leadership preconference, Washington, DC. May 28, 2014.
- \*Advocacy in Action: General Session. NANN 29th Annual Meeting, Nashville TN. October 2-5, 2013. Hypothyroid States in the Newborn: A Decade Later. NANN 28th Annual Meeting, Palm Springs, CA. October 18-20, 2012.
- \*Advocacy 101: Finding Your Voice. NANN 27th Annual Meeting, Orlando, FL. September 14-17, 2011. APRN Regulation and LACE: 2011 NANN Faculty Summit. NANN 27th Annual Meeting, Orlando, FL. September 14-17, 2011.



Negotiating a Multi-Faceted APN Practice. NANN 26th Annual Meeting, Las Vegas, NV. September 19-22, 2010.

Why, How, Who and When? Empowering APNs for Professional and Political Involvement. NANN 25th Annual Meeting. Austin, TX. September 23-26, 2009.

\*Hypotension in the Neonate: Knowing When and How to Treat. The Ins and Outs of Fluid Management in the ELBW Infant. National Conference of Neonatal Nursing (Contemporary Forums). Nashville, TN. May 14-16, 2009.

\*Workforce Issues and Expanded Shifts: Roundtable Discussion facilitator. Why, How, Who and When? Empowering APNs for Professional and Political Involvement. FANNP Neonatal Nurse Practitioner Symposium: Clinical Update and Review. Clearwater Beach, FL. October 14-18, 2008.

Continued Competence for NNPs. NANNP Luncheon and Business Mtg. NANN 24th Annual Meeting. September 27, 2008.

Elective or "On-Demand" Cesarean Delivery: Neonatal Mal-adaptation and Economic Consequences. NANN 23th Annual Meeting. San Diego, CA. September 27-29, 2007.

\*Simply Renal. NANN 23th Annual Meeting. San Diego, CA. September 27-29, 2007

\*Thyroid Disorders in the Newborn. NANN 20th Annual Meeting. Orlando, FL. October 13-16, 2004.

Securing the Future of Neonatal Nursing. NANN 18th Annual Meeting, Leadership Institute. Nashville, TN. November 13-16, 2002.

Cochrane Reviews: How Do They Fit in Practice? NANN 16th Annual National Meeting. San Antonio, TX. September 30, 2000.



**Local, State, and Regional Presentations (*as APA citations, in reverse chronological order*)**

- \*Policy Potpourri for Neonatal NPs. Carolina's Association of Neonatal NPs Annual meeting. Durham, NC. March 15, 2019
- \*Not Never, Just Not Now: DNP as entry into NP Practice. 2019 AANP Fellows Winter Meeting. Savannah, GA. March 2, 2019.
- \*Expert Testimony- GA House Rural Health Committee hearing. March 1, 2019
- \*APRN Panel Discussion. AACON and GANDD 2018 Summer Retreat. What are the National Trends in Nursing? Georgia. June 11, 2018.
- \*Testimony: Georgia Senate HHS Committee meeting: SB 351. February 20, 2018.
- \*Testimony: Senate Study Committee: SR188- Barriers to Georgians' Access to Adequate Healthcare. Augusta, GA. October 16, 2017.
- \* GA Legislative & Health Policy Update. Emory SON Preceptor Workshop, Atlanta, GA. January 11, 2018
- \* APRN Practice in Georgia. GA Deans and Directors' Meeting. Jekyll Island, GA June 13, 2017
- \*Health Policy in the US and GA and its impact on nursing. Emory School of Nursing. Atlanta, GA. January 23, 2017.
- \*Do you want to become a nurse practitioner? What RNs need to know? Emory Healthcare Nursing Grand Rounds. December 7, 2016. Atlanta, GA.
- \*Neonatal-Focused Legislation and Policy: Incentives, Advocacy and Unintended Consequences, Biologics Therapy and Policy Implications for the NICU Provider. Neonatal Pharmacology Conference 2016: Incorporating Evidence-Base Practice into Clinical Decision Making. Medical University of South Carolina, Charleston, SC. November 9, 2016.
- \*Making Sense of APRN Consensus, LACE and Continuing Competency. GNA Member Assembly. Macon, GA. October 2, 2015
- \*Neonatal Seizures: When HIE Is Not To Blame
- \*The Missing Link(s): Inborn Errors of Metabolism
- \*Hypothyroid States in the Newborn: A Decade Later. MUSC Neonatal Pharmacology Conference. Charleston, SC. Nov 7-9, 2011
- \*Human Milk for Human Babies. Middle Tennessee AWHONN meeting, Nashville, TN. May 27, 2011
- \*Health Care Reform and the Envisioned Future of APRNs.
- \*APRN Regulation and Continuing Competency.



Neonatology Conference, Nationwide Children's / Ohio State University, Columbus, OH. May 24-25, 2011

\*Legal Implications of Documentation in the NICU. 1st Annual Neonatal Nursing Symposium: It's All About the Baby (St. Thomas Health Systems), Nashville, TN. April 15, 2011

\*Why, How, Who and When? Empowering APNs for Professional and Political Involvement. TNP Central Texas meeting. Waco, TX Feb 27, 2010.

\*The Premature Infant: Nursing Assessment and Management. March of Dimes Grand Rounds, August  
The Premature Infant: Nursing Assessment and Management. March of Dimes Grand Rounds, August 21st, 2009. Ft. Worth, TX

\*Prevention of Developmental Disability: A System's Approach to Management of Hyperbilirubinemia. Abbott Nutritionals ADVANCE Conference. Dallas, TX October 11, 2007

\*Neonatal Nursing Practice in China: Experiences from the 1st International Neonatal Nursing Delegation. AWHONN chapter meeting July 26, 2007. Plano, TX

\*Neonatal Nursing Practice in China: Experiences from the 1<sup>st</sup> International Neonatal Nursing Delegation. AWHONN chapter meeting July 26, 2007. Plano, TX

\*Endocrine Disorders in the Neonatal Period. NTANN meeting. August 17, 2006. Dallas, TX

Persistent Hypoglycemia in a Term Infant: Looking Beyond the Pancreas. Neonatal APN Forum. Washington DC May 31-June 2, 2006.

Neonatal Nurse Practitioners: Recruitment and Retention Across the Continuum. Neonatal APN Faculty Forum. Washington DC May 31, 2006

\*Evidence-Based Practice: Bringing it to the Bedside. 7th Annual Enfamil Conference: Lost in the Wilderness? Tulsa, OK April 6, 2006

\*Hyperbilirubinemia and the Re-emergence of Bilirubin Encephalopathy. 7th Annual Enfamil Conference: Lost in the Wilderness? Tulsa, OK April 6, 2006

\*Thyroid Disorders in the Newborn. Metabolic Homeostasis and Inborn Errors of Metabolism. 2<sup>nd</sup> Annual EPAANN Conference: Tiny Babies, Big Issues. El Paso, TX April 22-23, 2005.

\*Hyperbilirubinemia and the Re-emergence of Bilirubin Encephalopathy. Enfamil Lipil Conference. Southfork Ranch, Dallas, TX. April 21, 2005

\*Milrinone Use in the NICU. Mead Johnson NNP Lecture Series. Dallas, TX February 8, 2005. Diagnosis and Treatment of Thyroid Dysfunction in the Newborn.

Hyperbilirubinemia and Kernicterus: What's All the Fuss About? Staff In-services, St Paul University Hospital. Dallas, TX. November 10, 2003



Nutritional Considerations and Controversies in the NICU. 2003 Similac ADVANCE Conference.  
Dallas, TX. September 17, 2003

\*Nutritional Management of the Premature Infant: Common Nuisances and Controversies. NTANN  
Mtg. Dallas, TX. April 17, 2003.

\*Hepatitis C: What you need to know. 2002 Similac ADVANCE Conference. Dallas, TX October 3, 2002.  
We All Need a Little: R & R (Recruitment and Retention).

\*Negotiating Calm in the Midst of Chaos. NNP Update 2002. Dallas TX, May 8-10, 2002

\*Simply Renal: Formation, Structure and Function. NICU Nurse Internship Lecture Series, Medical  
Center of Plano, Plano, TX August 15, 2000

\*Nurses on the Move: Re-establishing Your Practice with C.A.R.E. NTANN meeting, Dallas, TX. April  
2000.

Chest Tubes with Pigtailed (Chest Tube insertion lab). Advanced Practice Clinical Institute, NANN Clinical  
Update, Reno, NV, March 30- April 2, 2000.

Nurses on the Move: Re-establishing Your Practice with C.A.R.E. National Leadership Institute, NANN.  
Philadelphia, PA, February 24-27, 2000.

Metabolic Homeostasis and Inborn Errors of Metabolism. Fluid and Electrolyte Management in the  
Neonate. RNC Review Course, BUMC, Dallas, TX, October, 1988.

Low- Dose, Continuous Glucagon Infusions and Hypoglycemia: Defining Relationship Through CQI.  
Research Into Practice, NANN Clinical Update, Dallas, TX, April 24-26, 1998. High Frequency  
Ventilation. NICU Internship, BUMC,

High Frequency Ventilation. NICU Internship, , BUMC, Dallas, TX, July, 1997, March, 1998. Metabolic  
Homeostasis and Inborn Errors of Metabolism. Hyperbilirubinemia in the Neonate. Fluid and  
Electrolyte Management in the Neonate. High Frequency Ventilation. Hyperbilirubinemia in  
the Newborn. NICU Internship, BUMC, Dallas, TX, February 1997.

Acid / Base Balance. Applied Physiology (graduate course), College of Nursing, MUSC, Charleston, SC  
September 1995.

Thermoregulation in the Newborn: The Hot and Cold of It. Care of the Hospitalized Infant Conference,  
Charleston, SC, April 1995

Narcan and Epinephrine Drips in Neonatal Sepsis. Neonatal Pharmacology 1994, Charleston, SC, July  
1994

Fluid and Electrolyte Management in the Neonate. Hyperbilirubinemia in the Newborn. Metabolic  
Homeostasis: Management of Metabolic Alterations. The Neonatal Review Course, Charleston,  
SC, 1994.



Bon Secours, St. Frances Xavier Hospital, Charleston, SC, October, 1993.

Neonatal Resuscitation and Stabilization. Assessment of Respiratory Disease in the Neonate. MUSC College of Nursing, CNM students, November 1993.

Hemolytic Disease in the Newborn. Fluid and Electrolyte Imbalances in the Neonate Neonatal and Pediatric Fluid and Electrolyte Management. Pediatric/Neonatal Critical Care Course, MUSC, April 1993.

PCVC and PCVC laboratory. RN Credentialing Course, Charleston Memorial Hospital, Charleston, SC, March 1993

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## TEACHING ACTIVITIES

### Courses Taught

<u>Dates</u>	<u>Name of Course</u>	<u>Role in course</u>
Fall 2014	NRSG 524: Becoming an APRN II	Lecturer; Seminar leader
Fall 2014	NRSG 544-001: Advanced Health Assessment- Neonatal Section	Course Coordinator
	NRSG 576: Intro to Clinical Specialty- Neo section	Course Coordinator
Spring 2015	NRSG 556: Neonatal Issues I	Course Coordinator
	NRSG 651: Neonatal NP I	Course Coordinator
Summer 2015	NRSG 558: Neonatal Issues II	Course Coordinator
	NRSG 653: Neonatal NP II	Course Coordinator
Fall 2015	NRSG 589: Leadership for Health Professionals	Course Coordinator
	NRSG 654: Neonatal NP III	Course Coordinator
	NRSG 544-001: Advanced Health Assessment- Pedi/Neo section	Course Co-Coordinator
	NRSG 576f: Intro to Clinical Specialty- Neo section	Course Coordinator
Spring 2016	NRSG 651: Neonatal NP I	Course Coordinator
Summer 2016	NRSG 653: Neonatal NP II	Course Coordinator
Fall 2016	NRSG 589: Innovative Leadership in Healthcare	Course Coordinator



	NRSB 654: Neonatal NP III	Course Coordinator
	NRSB 723D: Policy, Ethics and Law	Course Coordinator
Spring 2017	NRSB 651: Neonatal NP I	Course Coordinator
	NRSB 723D: Policy, Ethics and Law	Course Coordinator
Summer 2017	NRSB 653: Neonatal NP II	Course Coordinator
Fall 2017	NRSB 589: Innovative Leadership in Healthcare	Course Coordinator F2F course
		Course Coordinator- online section
	NRSB 723: Health Policy, Ethics and Law	Course Coordinator
	NRSB 654: Neonatal NP III	Course Coordinator
Spring 2018	NRSB 651: Neonatal NP I	Course Coordinator
	NRSB 723: Health Policy, Ethics and Law	Course Coordinator

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## PROFESSIONAL AND UNIVERSITY SERVICE ACTIVITIES

### Membership in Professional Organizations

<u>19xx-Present</u>	<u>Name of organization</u>
1989 – Present	National Association of Neonatal Nurses (NANN)
2007 – Present	National Association of Neonatal Nurse Practitioners (NANNP)
2011 – Present	American Association of Nurse Practitioners (AANP)
2011 – Present	American Nurses Association
2014 – Present	Fellow of American Association of Nurse Practitioners (FAANP)
2014 – Present	Georgia Nurses Association
2014 – Present	National Organization of Nurse Practitioner Faculties (NONPF)
2016- Present	American Academy of Nursing, Fall 2016-present



2017-Present      United Advanced Practice registered Nurses of Georgia (UAPRN)

**Leadership in Professional Organizations**

<u>19xx-Present</u>	<u>Name of organization</u>	<u>Role</u>
2016-present	National Certification Corporation (NCC)	President
2016-17	National Assoc. of Neonatal Neonatal Nurse Practitioners	Task Force member: NNP Education Standards Revisions
2014 – 2017	Georgia Nurses Association (GNA)	Board of Directors; State APRN Director
2015- present	Georgia Nursing Leadership Coalition (GNLC)	APRN state committee member
2014 - Present	American Association of Nurse Practitioners	Fellow
2014 – 2015	National Certification Corporation (NCC)	Board of Director
2014 - 2018	NCC NNP Exam Content	Team member
2013 - 2014	Accreditation Commission for Education in Nursing, Inc., formerly NLNAC	Appeals Panel member
2012 – 2014	Accreditation Commission for Education in Nursing, Inc., formerly NLNAC	Program Evaluator
2012 – 2014	National Association of Neonatal Nurse Practitioners (NANNP)	Governing Council Chair
2013	Baby Steps to Home: A guide to prepare NICU parents for home (Preemie Healthcare Coalition Discharge Teaching pathway); Released in August 2014	NANN Project Director
2009-2016	NANN/NANNP	L.A.C.E Workgroup Liaison (Neonatal population foci representative)
2010 - 2012	NANNP	Organizational liaison to NONPF Health Policy and Advocacy Committee Co- Chairperson
2010 (Meeting)	NANN	National Meeting Planning Committee Member



2007-2016	NANN/NANNP	Liaison to APRN Consensus group, APRN Alliance APRN Roundtable
2007 - 2009	NANNP	Governing Council member
2008	NANN	Nominations Committee member
2005 - 2007	NANN	NIC University Task Force, Chairperson
2001-2004	NANN	NANN BOD Treasurer
1998-2000	NANN	Education and Practice Committee, Chairperson Program chairperson for the NANN 2000 conferences
1997 - 1998	NANN	Education Committee regular member
1998	NANN	Local program chairperson: NANN Research into Practice: Clinical Update
1997 - 1998	NANN	Education Committee regular Member
1995 - 1997	NANN	Pharmacology Task Force member
1994	NANN	SIG-AP Education Committee member

#### **Editorships and Editorial Boards**

Pediatrics	(2015-present) Manuscripts reviewed: * Neonatal Post-Graduate Training Program for Physician Assistants: Meeting a Need in Neonatal Care (2018) *Comparison of State Risk-Appropriate Neonatal Care Policies with the 2012 AAP Policy Statement (2017) * Sustainability of the NNP Workforce in 2015: A Discussion of Salient Issues (2015)
Advances in Neonatal Care	(2012-present) Manuscripts reviewed:



**National and International Consultation**

Year	Activity
2017	Advisory Board member: Becton-Dickenson Patient Safety and Tubing Mis-connections
2016- present	Advisory Board member: Astra-Zeneca RSV Immuno-prophylaxis
2015	University of Texas Health Science Center San Antonio NNP Program feasibility study consultation
2013 - Present	Health Policy Consulting Alliance for Patient Access National Coalition for Infant Health

**Visiting Professorships**

2013	Visiting Professor: Emory Nell Hodgson Woodruff School of Nursing, Atlanta GA.
2012	Visiting Professor: University of Illinois, Chicago. . Presentations on Donor Human Milk and APRN Regulation; Program and curriculum consultation

**National and International Scientific Review**

2015	External Reviewer: Clinical Faculty Promotion Dossier for the University of Connecticut
2016	External Reviewer: Clinical Faculty Promotion Dossier for the University of Illinois-Chicago
2017	External Reviewer: Clinical Faculty Promotion Dossier for Wayne State University

**Emory University Service**

N/A

**Nell Hodgson Woodruff School of Nursing Service**

Year	Role, Name of Committee or Group
2018-19	Education Council Member (2017-2019) Clinical Faculty Advancement Committee Co-chair Progression Committee member Curriculum Committee member Honor Council member Policy/Advocacy Community expert & liaison
2017-18	Admissions Committee Chair Education Council Member (2017-2019) Clinical Faculty Advancement Committee member Honor Council member Policy/Advocacy Community expert & liaison



2016-17	Admissions Committee Chair Clinical Faculty Advancement Committee member Honor Council member Policy/Advocacy Community expert & liaison
2015-16	Admissions Committee Member Honor Council member Clinical Advancement Committee member Policy/Advocacy Community expert & liaison
2014-15	Admissions Committee Member Honor Council member Clinical Advancement Committee member Policy and Leadership Strategic Initiative- co-leader

#### **Other Community Service**

Year	Role, Name of Committee or Group
2018-present	Board Member, Families Bridge to Caring Hands Non-profit organization
2015-present	Brain Trust 4 Babies: Access and Policy Group member. Department of Public Health, State of Georgia.
2010	Texas Nurse Practitioners (TNP) and Coalition of Nurses in Advance Practice (CNAP) APN Legislative Day. Austin, TX
2009	Joanna Briggs Institute of Evidence based Practice. Comprehensive Systematic Review Course Completion. International Certification for conduction of CSRs in Cochrane, Campbell and JBI Collaboratives. Adelaide, South Australia:

#### **Prior Service at Other Universities**

N/A



## **TANGELA S. KING**

Cell: [REDACTED]

E-mail: [REDACTED]

LinkedIn: [linkedin.com/in/tangelasking](https://www.linkedin.com/in/tangelasking)

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Attorney with over eighteen years of experience in the legal profession. Detail oriented with proven event planning and project management skills. Skilled in developing and promoting policies related to legal education and working with the local and national community

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### **SKILLS**

Proficient in MS Office, Adobe InDesign, Adobe Dreamweaver, ANGEL course management system, Quite imposition software, 4D/ClassManager continuing education database, Banner student information system, Altigen cloud based phone system software, Brightcove, Wondershare Filmora, Hootsuite, Later, and using content management systems.

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### **PROFESSIONAL EXPERIENCE**

**February 2019 - Present**

**GLCLE Director**

*Georgia Lawyers CLE (GLCLE)*

- Oversees GLCLE's annual operating budget.
- Oversees the management of the GLCLE website and assists as needed in making updates and changes to the website.
- Develops new and annual CLE programs by collaborating with national speakers and Georgia lawyers.
- Coordinates and supervises videography for live CLE programs, webinars, and webcasts.
- Prepares uniform applications or state specific applications for approval of GLCLE programs in other states.
- Prepares applications for professional license continuing education approval with Georgia Real Estate Commission, Georgia Office of Insurance, and the Certified Financial Planner Board of Standards.

**July 2017 -Feb. 2019**

**ICLE Director**

**January 2017 –July 2017**

**ICLE Interim Director**

*ICLE of the State Bar of Georgia (ICLE)*

- Oversees ICLE's annual operating budget of \$5.1 million dollars.
- Oversees the management of the ICLE website and assists as needed in making updates and changes to the website.
- Develops new and annual CLE programs by collaborating with national speakers, State Bar section leaders, and State Bar department directors.



- Coordinates CLE programming and shipment of seminar materials to 18 satellite locations.
- Coordinates and supervises videography for live CLE programs and webinars.
- Reorganized the brochure review process to increase efficiency and accuracy.
- Prepares uniform applications or state specific applications for approval of ICLE CLE programs in other states.
- Prepares applications for professional license continuing education approval with Georgia Real Estate Commission, Georgia Office of Insurance, and the Certified Financial Planner Board of Standards.
- Coordinates with GABWA and other members of the Multi-Bar Leadership Council (MBLC) to develop a speakers' bureau to increase the diversity of ICLE's speakers.

**April 2015 –December 2016      Director of Production**  
*ICLE in GA*

**Project Management/Event Planning:**

- Developed and organized at least forty (40) CLE programs each year throughout Georgia and one (1) international CLE program.
- Established the budget for all the CLE programs I handled and coordinated with ICLE staff and program chairs to make sure all parties adhered to the budget and were not wasting money or resources.
- Supervised the preparation and content of seminar evaluations for all of ICLE's CLE programs.
- Used social media to promote programs and connect with prospective program attendees and speakers.

**Operations Management:**

- Updated the ICLE Board of Trustees on production matters and ensured that the Board's policies and procedures are being followed.
- Increased revenue by changing the brochure printing process to reduce color press clicks by fifty percent (50%) and reduced the number of brochures mailed to attorneys by ninety percent (90%).
- Renegotiated RICOH service agreements for the three (3) black and white digital presses to reduced printing costs by fifty percent (50%).
- Renegotiated RICOH service agreement for the color digital press to reduced printing costs by fifty percent (50%).
- Increased printing department revenue by printing seminar book covers in-house rather than using a third-party vendor.
- Spearheaded the redesign of the publications section of the ICLE website to include rotating featured publications.
- Increased the diversity of authors preparing independent publications for ICLE.
- Developed training curriculum to enhance skills of the press operators.



- Supervised the five (5) person printing department which handles all activities associated with designing and printing ICLE's program brochures, CLE seminar books, marketing flyers, and independent author publications.

#### Material Development:

- Coordinated with ICLE staff attorneys, program chairs, and speakers to collect and print seminar books and brochures.
- Determined the number of seminar books to print for all ICLE seminars.
- Negotiated publishing agreements with prospective authors.
- Communicated with all authors regarding the writing schedule for their manuscripts, changes to the production schedule that may impact their manuscripts, and necessary revisions and changes to their manuscripts.
- Edited final, approved manuscripts for clarity and comprehension.
- Prepared and edited general marketing copy for publications.

**Nov. 2013 –April 2015**

**Associate Director**  
*ICLE in GA*

#### Project Management:

- Developed and organized at least forty (40) CLE programs each year throughout Georgia and one (1) international CLE program.
- Negotiated hotel contracts for meeting space, food and beverage, and guest rooms.

#### Operations Management:

- Researched, organized, and developed ICLE's policies and procedures manual.
- Created various spreadsheets to be used for tracking employee business credit card expenses and cash reimbursements as well as speaker expenses.
- Worked with the ICLE accountant to develop ICLE's accounting policies and procedures.

**March 2012 –Oct. 2013**

**TILPP Director**  
*State Bar of Georgia*

- Collaborated with attorneys, judges, and local bar associations to recruit mentors for beginning lawyers.
- Counseled over one thousand (1000) beginning lawyers each year regarding mentoring program guidelines and requirements.
- Paired beginning lawyers with experienced attorneys for mentoring.
- Traveled throughout Georgia and the U.S. to promote TILPP and mentoring.
- Prepared continuing legal education events for beginning lawyers and mentors.
- Spoke about mentoring and operating a solo practice.

**July 2008 –March 2012**

**Program Director**  
*Central Georgia Technical College*



#### Project Management:

- Initiated the American Bar Association (ABA) application process for initial approval of the paralegal studies program.
- Prepared all written materials and exhibits needed to show compliance with the *ABA Guidelines for Approval of Paralegal Education Programs*.
- Gained ABA approval for the CGTC Paralegal Studies Program.

#### Operations Management:

- Managed paralegal studies departmental budget.
- Increased student enrollment through direct mail and television advertising campaigns.
- Handled all department operations including programming, hiring adjunct instructors, and advising students.
- Selected all print and electronic library resources for paralegal studies program.
- Prepared operational assessment plans and student learning outcomes for the department.
- Selected all textbooks used in paralegal studies program.
- Maintained open and timely communication with students
- Maintained and submitted accurate and timely reports for student grades.
- Supervised student internships.
- Surveyed members of the local legal community regarding current trends in the profession and advances in technology that were applicable to the program.

#### Material Development:

- Designed course curriculum and student learning outcomes for all courses (live and online) in the paralegal studies program.
- Created all online course content and exercises using ANGEL course management system.
- Ensured that the program's curriculum was in compliance with the *ABA Guidelines for Approval of Paralegal Programs*.
- Maintained program and course outcomes at a level to ensure appropriate workplace skills for program graduates.

#### Staff Development:

- Mentored and coached adjunct staff members.
- Prepared semi-annual faculty meetings and staff professional development sessions.

#### Community Skills Development:

- Coordinated with members of the local legal community to develop student internships at law firms, courthouses, and government agencies.
- Established the paralegal studies advisory committee by recruiting individuals from various sectors of the local legal community.



**Sept. 2004 –March 2012**

**Owner/Managing Partner**

*Tangela S. King, LLC*

- Handled civil litigation matters for individuals and businesses.
- Met with clients and developed trial strategy based on clients' needs and recommendations.
- Drafted and prepared discovery responses.
- Prepared clients for depositions.
- Conducted and defended depositions.
- Researched and prepared appellate briefs.

**Nov. 2001 –August 2004**

**Associate Attorney**

*Buafu & Associates*

- Assisted the lead counsel in up to 30 criminal cases per month.
- Conducted initial client interviews.
- Researched and prepared motions and appellate briefs.
- Handled soft tissue personal injury cases.

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**ADDITIONAL EXPERIENCE**

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**2017 –Present**

**Member**

*ABA Standing Committee on Paralegals*

- Collaborates with other Committee members to develop and promote policies for educating, employing, and training paralegals.
- Monitors trends in the paralegal profession to determine when and if changes are needed to the *ABA Guidelines for the Approval of Paralegal Education Programs*.
- Works in partnership with other Committee members to set the national standard for paralegal education.
- Conducts nationwide site visits to paralegal education programs that are seeking initial approval or reapproval to determine whether the program is in compliance with the *ABA Guidelines for the Approval of Paralegal Education Programs*.

**May 2016 –Present**

**Advisory Board**

*Paralegal Division of the State Bar of Texas,*

*Paralegal Ethics Handbook*

- Reviewed the manuscript for the 10th and 11th editions of the Paralegal Ethics Handbook which is published by Thomson Reuters.
- Provided comments and suggestions about content and organization of the manuscript.

**2013 –2016**

**Past Commission Member**



### *ABA Paralegals Approval Commission*

- Conducted nationwide site visits to paralegal education programs that were seeking initial approval or reapproval to determine whether the program was in compliance with the *ABA Guidelines for the Approval of Paralegal Education Programs*.
- Prepared written site visit reports and presented findings to the full Commission and the Standing Committee, as needed, at semi-annual Commission meetings.

**July 2004 –June 2008**

**Adjunct Instructor**

*Central Georgia Technical College*

Lesson Planning:

- Introduced new learning methods to ensure comprehension by all types of adult learners.

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### **EDUCATION**

**Mercer University, Walter F. George School of Law**

Juris Doctorate

**Mercer University, College of Liberal Arts**

Bachelor of Arts

Major: English

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### **PROFESSIONAL AFFILIATIONS**

Member, State Bar of Georgia

Registered arbitrator, State of Georgia

Registered mediator, State of Georgia

Member, Judicial Council Standing Committee on Education and Training

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### **INTERESTS**

Foster volunteer, Lifeline Animal Project (Fulton County)

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### **CONFERENCE PRESENTATIONS AND INTERVIEWS**

“Transition into Law Practice Program,” Main Street Lawyers: How to Successfully Open and Maintain a Law Practice in a Small Town, speaker. Walter F. George School of Law, Mercer University in Macon, Georgia, March 30, 2012.

“Connecting with your co-workers: A discussion on diversity and mentoring in law practice,” Staying Connected A Professional Development Seminar, panelist. State Bar of Georgia Conference Center in Atlanta, GA, April 19, 2012.

“Leading Your Formal Program Through Leadership Transition,” The National Legal Mentoring Conference on Managing Mentoring Programs in a Time of Change, panelist. St. Thomas University School of Law in Minneapolis, MN, October 6, 2012. <http://www.legalmentoring.org/confdetail.php?id=12>



“Transition into Law Practice Program,” Starting Your Law Firm, speaker. Atlanta Bar Association, Atlanta, GA, October 10, 2012.

“Having a Mentor,” Georgia Association of Black Women Attorney’s Professional Development Academy, panelist. Sutherland Asbill & Brennan LLP, Atlanta, GA, October 27, 2012.

“Legal Staffing War Stories,” Solo and Small Firm Fall Seminar, panelist. State Bar of Georgia, Atlanta, GA, November 1, 2012.

“How Do We Get There? Preparing Practice-Ready Attorneys: What is a Practice-Ready Attorney?,” Chief Justice’s Commission on Professionalism 2012 Convocation on Professionalism - The Future of Legal Education: Will It Produce Practice-Ready Lawyers? Where We Are, Where We Need To Be, and How We Get There, panelist. State Bar of Georgia, Atlanta, Georgia, November 15, 2012.

“Georgia’s Mentoring Program for New Lawyers,” Update on Georgia Law, speaker. Augusta Bar Association, Augusta, Georgia, December 13, 2012.

“The Changing Face of the Legal Profession and the Need for Mentoring,” Florida Bar Association’s Student Education and Bar Admissions Committee, panelist. Florida Bar Association Annual Meeting, Boca Raton, Florida, June 28, 2013.

“Developments in the Legal World that Impact LRIS,” 2013 ABA Lawyer Referral and Information Service Workshop, panelist. American Bar Association, Atlanta, Georgia, October 24, 2013.

The Power of Mentoring, The Benchers (March/April 2013), By John P. Cannizzaro.



- United States Army:**



- Kuwait Liberation Medal

## Professional Experience

### **Smyrna, Ga. Police Department: September 17, 1990- Present**

**Major (July 2016-Present):** As a Major I have commanded the Criminal Investigation Division and the Uniform Patrol Division. I currently command the Administration Division where I manage the \$7.8 million annual budget; E911 Operations, Central Records, Community Outreach, and Training.

**Captain (March 2015- July 2016):** While a Captain I served as the Commander of the Criminal Investigation Division.

**Lieutenant (July 2002- March 2015):** The majority of my time as a Lieutenant was as Shift Commander for the Uniform Patrol, with one year as leader of the Traffic Unit, and two years as the department's Internal Affairs Investigator. I also supervised the department's Honor Guard team and the Sniper team.

**Sergeant (July 2000- July 2002):** My time as a Sergeant was spent as a uniform patrol shift supervisor. I also supervised the department's Honor Guard team and the Sniper team.

**Detective (July 1997- July 1998):** While assigned to the Criminal Investigations Division I investigated both crimes against persons and property.

### **United States Army (Active & Reserve): October 1984- February 2013**

**Sergeant Major (E9) September 2010- February 2013:** As a Sergeant Major I served as the senior enlisted advisor to the unit commander at the Battalion, Brigade, or Division levels. I served as the Battalion Sergeant Major for the 2/95<sup>th</sup> Military Police Battalion.

**Master Sergeant (E8) June 2004- September 2009:** As a Master Sergeant I served as a senior operations leader. I also served as the Chief Instructor for the United States Army Reserve Military Police School while called to active duty in support of the Global War on Terrorism.

**Sergeant First Class (E7) January 1998- June 2004:** As a Sergeant First Class I served as a Platoon Sergeant and a section leader supervising 30-40 personnel. I also served as a Senior Instructor and site manager for the 2/108 Bn. of the Military Police School.

**Staff Sergeant (E6) August 1995- January 1998:** I served as a Squad leader for the 190<sup>th</sup> MP Company supervising 15-20 personnel, as we performed security in the Athlete's Village at the 1996 Olympics in Atlanta Georgia.

**Sergeant (E5) June 1990- August 1995:** As a Sergeant I served as a small unit or team leader supervising 3-5 personnel and as an Acting- Squad leader for the 190<sup>th</sup> MP Company while deployed in Operation Desert Storm.

### **Community Involvements:**

I am a member of the Jasper United Methodist Church, serving as a mentor and chaperone for youth mission trips.

I am the Scout Master for Boy Scout Troop 836 in Jasper, Georgia.

### **References:**

Available upon request



Thomas S. Brown

Atlanta, GA 30324

## Experience

### **Management Solutions Group**

July 1997 to Present

Acute Care Hospital Consulting, Interim Management, Executive and Management Search  
Atlanta, GA

#### ***Executive Recruiter / Partner / Owner / President / CEO***

Boutique firm specializing in Acute Care Hospital Finance and Accounting, Revenue Cycle, Consulting Strategy, and Software Implementations.

- Develop Regional And National Accounts With:
  - Hospitals and Healthcare Systems (CHS, HMA, Lifepoint, Tenet, Iasis, Vanguard, Brim, as well as numerous regional systems and free standing hospitals)
  - Big 4 Consulting Firms (E&Y, Deloitte, Cap Gemini, KPMG)
    - Recruited healthcare software IT implementations consultants with experience in Cerner, McKesson, HBOC, and other vendors products.
    - Working knowledge of various IT Products markets including McKesson, Cerner, Epic.
  - Boutique Consulting Firms (FCG, FTI, Navigant...)
  - Software companies (Siemens, McKesson, Cerner,...)
- Maintained Personal Billings Of \$125k To \$200k+ Per Year, While Handling Full Time Management of company with up to 20 employees and producing up to \$1.2 Million in annual revenues
- Developed and Utilized Customized ACT! For Applicant Tracking System, marketing, client development.
- Developed Monthly Newsletter with distribution of over 5,000 and growing.

### **Robert Half International**

December 2001- April 2002

Atlanta, GA

Full Desk Recruiter for Staff and Senior Accountants in Tax, Audit, General Ledger, Cost Accounting. Clients included Tax and accounting Firms, Corporate Offices and Regional Service Centers, and local businesses.

- Identified up to 20 candidates per day, with 5-10 face to face interviews
- Setup 3-10 interviews per week
- Partnered with other recruiters nationally on multiple job reqs.
- Utilized Customized Goldmine ATS

### **The Hart Group**

November 1996 – July 1997

Atlanta, GA

#### ***Executive Recruiter, Acute Care Hospital and Home Health Care Management***

Joined my former Manager and Mentor from MSI, when he left to start perm division at this company

- Largest placement in company history.
- #1 producer, out of 20 perm and temp recruiters

### **H. Hunter Group, Inc.**

February, 1994 - November, 1996

#### ***Healthcare Management Recruiter***

Atlanta, GA

Focus On Management, Executive, And Direct Patient Care Provider Level Positions In The Healthcare Industry. Primary Clients Included Local, Regional, And National Hospital Chains, Including Columbia, Quorum, CHS, Hallmark, Vencor.

- Ranked #3 Of 10 In First Year Production
- Ranked #1 Of 12 In Second Year Production
- Utilized The Recruiter and ACT for ATS

### **Management Search Inc., MSI**

March, 1992 - February, 1994

#### ***Healthcare Management Recruiter***

Atlanta, GA

A Recruitment And Placement Firm Focusing On Executive And Management Positions In The Healthcare And Banking Industries.



- Ranked #20 (Of Over 300) Corporate Wide In First Year Production
- Ranked # 1 Corporate Wide In Second Year Production
- Highest average fee in company history
- Selected For MAPS Management Training Program
- Awards Include Rookie Of The Year, Master Account Executive

#### **Lanier Worldwide**

March, 1991 - November, 1991

#### **Account Representative**

Augusta, GA

Copier Division Of International Office Products And Supply Company.

#### **Crawford Risk Management (Contract Position)**

April 1989 – December 1989

#### **Cost Control Monitor** - Exxon Valdez Oil Spill

Atlanta, GA - Anchorage, AK

Analyzed Contracts And Invoices, Comparing For Correct Billing, Computations, Etc. Directly Responsible For Highlighting Over \$50 Million In Billing Discrepancies And Initiated Reports Which Lead To The 3 Largest Legal Actions By Exxon Against Vendors For Wrongful Billing, Well In Excess Of \$1 Billion In Claims. Technical Writer – Developed users manual for proprietary Vessel Tracking software developed in Beta version of Windows.

### **Education**

#### **Bachelor Of Business Administration/ Sales & Marketing, 1990**

Georgia State University, Atlanta, GA

Focus On Sales, Sales Management, And International Business

Financed 100% Tuition And Living Expenses Through Personal Employment While Attending Classes

### **Computer/Business Skills**

Type 65 Wpm, 10 Key By Touch, Microsoft Office, 'The Recruiter', 'C-PAS' (Recruitment Industry Specialized Contact Manager Programs) Goldmine, In Depth Knowledge Of ACT!. Html And Front Page Web Site Development. Windows Peer To Peer Network Administration.

### **Awards And Publications**

- "Preparing For A Fabulous Interview," Bob Marshall And Thom Brown, Nursing Management.
- "It seemed like such a little lie." HFMA, 2013
- Maintained Dean's List Status For Majority Of Time At GSU.
- MSI Rookie Of The Year, 1992.
- MSI Master Account Executive, 1993.
- MSI #1 Global Top Biller (out of over 300 recruiters), 1993

### **Languages**

Studies In French And Russian. Travels Include Alaska, Russia, Chile.



**Thomas Mayberry**

[REDACTED]  
Leesburg, GA 31763 United States

**Availability:**

**Job Type:** Permanent, Temporary, Detail, Internships

**Work Schedule:** Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing, Multiple Schedules

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**Work Experience:**

**MDMC**

814 Radford Blvd.

Albany, GA 31704 United States

**07/2019 - Present**

**Salary:** 35.22 USD Per Hour

**Hours per week:** 50

**Series:** 2610 **Pay Plan:** WL **Grade:** 13

**Work Leader-Electronic Integrated Systems Mechanic** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Work Leader for the Electronic Calibrations of TETS and VIPER Systems. Oversee several employees and report directly to the Supervisor. Assign workload duties to employees on a daily or weekly basis as required. Create team based groups when new or more complex workloads require it. Manage funding for incoming assets and running time for the employees. Work closely with Production Control in the receiving and handling of all incoming and outgoing assets in the Calibration Lab. Closely monitor all assets before and after calibration in accordance with ISO/IEC 17025 and the work instruction in TM0001.

Inspect, test, evaluate, modify, repair, and calibrate complex, state-of-the-art electrical, electromechanical and electronic standards, automated measurement and integrated measurement systems, and a wide variety of complex electro-mechanical, electro-optical, electrical and electronic TMDE. Experienced in the integration of computer controlled and automated testing of TMDE over IEEE-488 and RS-232 communication buses. Perform automated calibrations utilizing automated calibration systems to ensure TMDE calibrated is tested to prescribed specifications. Ensure all systems and procedures developed are traceable to International Standards (SI). Design, develop, and incorporate modifications, changes and improvements to the application, repair and calibration of TMDE systems, subsystems or units. Review and comply with ISO procedures relevant to assigned work areas. Provide mentoring to less experienced technicians in safe and proper operation of TMDE. Provide guidance in interpreting and applying quality requirements to all aspects of laboratory work. Certified in soldering, miniature/microminiature (2M) soldering and ESD/Electrostatic Discharge)



**Thomas Mayberry**

Mobile: [REDACTED] - Ext: [REDACTED]

Evening Phone: [REDACTED] - Ext: [REDACTED]

Email: [REDACTED]

**Availability:**

**Job Type:** Permanent, Temporary, Detail, Internships

**Work Schedule:** Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing, Multiple Schedules

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Inspect, test, evaluate, modify, repair, and calibrate complex, state-of-the-art electrical, electromechanical and electronic standards, automated measurement and integrated measurement systems, and a wide variety of complex electro-mechanical, electro-optical, electrical and electronic TMDE. Experienced in the integration of computer controlled and automated testing of TMDE over IEEE-488 and RS-232 communication buses. Perform automated calibrations utilizing automated calibration systems to ensure TMDE calibrated is tested to prescribed specifications. Ensure all systems and procedures developed are traceable to International Standards (SI). Design, develop, and incorporate modifications, changes and improvements to the application, repair and calibration of TMDE systems, subsystems or units. Review and comply with ISO procedures relevant to assigned work areas. Provide mentoring to less experienced technicians in safe and proper operation of TMDE. Provide guidance in interpreting and applying quality requirements to all aspects of laboratory work. Certified in soldering, miniature/microminiature (2M) soldering and ESD/Electrostatic Discharge)



**Thomas Mayberry**

[REDACTED] United States  
Mobile: [REDACTED] - Ext: [REDACTED]  
Evening Phone: [REDACTED] - Ext: [REDACTED]  
Email: [REDACTED]

**Availability:**

**Job Type:** Permanent, Temporary, Detail, Internships

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**Work Leader-Electronic Integrated Systems Mechanic** (This is a federal job)

**Duties, Accomplishments and Related Skills:**

Work Leader for the Electronic Calibrations of TETS and VIPER Systems. Oversee several employees and report directly to the Supervisor. Assign workload duties to employees on a daily or weekly basis as required. Create team based groups when new or more complex workloads require it. Manage funding for incoming assets and running time for the employees. Work closely with Production Control in the receiving and handling of all incoming and outgoing assets in the Calibration Lab. Closely monitor all assets before and after calibration in accordance with ISO/IEC 17025 and the work instruction in TM0001.

Inspect, test, evaluate, modify, repair, and calibrate complex, state-of-the-art electrical, electromechanical and electronic standards, automated measurement and integrated measurement systems, and a wide variety of complex electro-mechanical, electro-optical, electrical and electronic TMDE. Experienced in the integration of computer controlled and automated testing of TMDE over IEEE-488 and RS-232 communication buses. Perform automated calibrations utilizing automated calibration systems to ensure TMDE calibrated is tested to prescribed specifications. Ensure all systems and procedures developed are traceable to International Standards (SI). Design, develop, and incorporate modifications, changes and improvements to the application, repair and calibration of TMDE systems, subsystems or units. Review and comply with ISO procedures relevant to assigned work areas. Provide mentoring to less experienced technicians in safe and proper operation of TMDE. Provide guidance in interpreting and applying quality requirements to all aspects of laboratory work. Certified in soldering miniature/microminiature (2M) soldering and ESD/Electrostatic Discharge)



## THOMAS ANDREW (ANDY) WHITENER

[REDACTED]  
[REDACTED]  
[REDACTED] Cell  
[REDACTED] Home

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### EXECUTIVE SUMMARY

Diverse management experience in acute, post acute, for-profit and not-for-profit healthcare, including: physical rehabilitation, private practice, surgery, long term care, home health, hospice and assisted living. Experience includes supervisory responsibilities for the departments of housekeeping, food services, pharmacy, respiratory therapy, wellness, social work, nursing, psychology, inpatient and outpatient rehabilitation and outpatient surgery. Recognized for having a vision for a system approach to care, service line development and case management across a continuum. Develop services that are dynamic and responsive to stakeholders. Known for being creative, proactive and service oriented. Provided cost effective profitable services with an emphasis on quality, servant leadership, staff development and building relationships.

### KEY SKILLS SET

Service Development  
Project Organization  
Capital Planning  
Budgeting

Mentoring  
Right Sizing  
Multi-Site Management  
Staff Development

Turn-arounds  
Strategic Planning  
Market Development  
Customer Services

### PROFESSIONAL EXPERIENCE

#### NGHS

**2018 - Present**

Project work which includes CARF survey response and preparation, strategic planning, post-acute utilization (SNF, ALF and LTC) and filling in for resignations critical to the intake process for the Inpatient Rehabilitation Unit. Also includes clinical evaluations, insurance authorization and serving as a PRN physical therapist at four campuses.

#### President and Owner P.A.C.E CONSULTING

**2009-Present**

Post Acute Care Expertise; Private consulting for a wide range of post-acute and acute care. Clients have included Southern Regional Medical Center, Riverdale, Georgia, TP Health Management, Alabama and others.

#### SURGICAL CARE AFFILIATES

**2009 – July 2017**

##### CEO/Administrator, Gainesville Surgery Center (GSC)

GSC, part of Surgical Care Affiliates (SCA), is a joint ventured, syndicated outpatient surgery center partnered with the local hospital (general partner) and 15 private surgeons (limited partners). The



facility is accredited by the State and JCAHO. Duties include oversight of credentialing, organizing and leading the Medical Executive Committee, the Governing Board, and the General Partners Committee. Staff includes nurses, surgical technicians, anesthesiologists and office staff. Responsibilities are broad and include HR, facility maintenance, contract negotiations, maintaining medical records, credentialing and billing and collections (outsourced service). Surgeries include fifteen specialties. Achievements included doubling the volume, orchestrating a successful re-syndication with ten surgeons, increasing EBIDTA over 1000%, achieving distributions in 2012 (last distributions in 2005). Completed multiple successful JCAHO, State and CMS surveys.

**Interim CEO Gwinnett Center for Outpatient Surgery (GCOS) 2012 - 2013**

In addition to GSC was asked to serve as the interim CEO/administrator of GCOS in May 2012. This center was purchased by Northside Hospital 7/1/12, at which time the operations became a management contract between SCA and Northside. I oversaw the transition of operations and worked closely with Northside operations and transition team.

**CAROLINAS HOSPITAL SYSTEM (CHS) 2006 - 2009**

CHS, located in Florence S.C., is a flagship hospital for Community Health Systems. (Formerly the Triad Corporation) The system includes two campuses and more than 400 total beds.

**CEO/Administrator, Carolinas Rehabilitation Hospital/Post Acute Services**

The administrator position reports to the system CEO. Responsibilities include a freestanding 42 bed inpatient rehabilitation hospital plus a 24 bed transitional care unit (TCU), together making up Carolinas Rehabilitation Hospital (CRH). Additional responsibilities included administrative responsibilities for Carolinas Home Health Agency and Hospice.

- Identified approximately \$500,000 of annualized improvements in the first three months plus additional billing opportunities that resulted in increased Medicaid collections of over \$300,000.
- Developed secondary service area marketing plan estimated to increase admissions as well as CMI, net result was increasing net revenue by over \$1.1 million.
- Improved EBIDTA for CRH by \$527,125 comparing FY 2006 to FY 2007.
- Increased TCU census while increasing the average RUG's rate which improved EBIDTA by \$288,829 from FY 2006 to FY 2007. (Achieved a positive EBIDTA the last quarter of FY 2007. FY 2006 losses exceeded \$600,000.)
- Served on several Carolinas Hospital System's committees including: Acute Care Hospital Board of Trustees, Medical Executive Committee, Physician Leadership Group, Medical Staff Credentials, Compliance Committee, Patient Flow Committee, Quality Assurance, Care Conferences (length of stay) Committee, and the Patient Safety Council meetings.
- Administrator for the Cedar Campus (Home Health, Hospice, Geropsych Unit, LTACH, Carolinas Rehabilitation Hospital, Drug and Alcohol Unit and the Transitional Care Unit along with all on-site services: dietary, lab, housekeeping, radiology, and a small business office)
- Rotated as administrator on-call for the Carolinas Hospital System both campuses and all satellites.

**NORTHEAST GEORGIA HEALTH SYSTEM (NGHS)****1988 - 2005**



*NGHS is a not-for-profit healthcare system serving 20 counties in northeast Georgia & North Metro-Atlanta. It maintains two hospital campuses (461 beds), two skilled nursing facilities (285 beds), hospice program and geographically dispersed primary care network. All major services are provided including cardiovascular surgery, neurosurgery, neonatal intensive care, behavioral health and rehabilitation. Medical staff includes 384 physicians in most specialties. System net revenues exceed \$ 385M.*

**Administrative Director of Post Acute Services****2001 - 2005**

Duties included oversight for The Rehab Institute (RI) and New Horizons LTC facilities. (Two hospital-based units and two free standing facilities: 261 beds). Staff included over 280 FTEs (400 employees); total revenue over \$35M.

- Reorganized Post Acute Services merging several services and achieving expense reductions of over \$700,000.
- Orchestrated operational improvements for the LTC Division: Improved the LTC Division's contribution margin by 135%.
- Served as construction project coordinator of a 20,000 square foot, \$3.6 million outpatient rehab facility and a freestanding IS and Finance building. Completed outpatient rehab project \$265,000 under budget.
- Recommended and coordinated opening of a 30 bed Transitional Care Center (SNF)
- Chaired the Steering Committee to research the benefits of developing an LTACH.

**NORTHEAST GEORGIA HEALTH SYSTEM****Director, The Rehabilitation Institute and Wellness****1988 - 2001**

Responsible for the startup / development and oversight of The Rehabilitation Institute: Acute rehab services for Northeast Georgia Medical Center and Lanier Park Hospital, 25 bed Inpatient Rehabilitation Unit (CARF accredited), 16 bed Sub-acute Rehabilitation Unit, Industrial Rehabilitation and Orthopedic Outpatient Program, ReGain, Outpatient Community Re-entry Program, Long Term Care Rehabilitation Services (four facilities), Satellite Rehabilitation Services (eight satellites), Clinics (Amputee, Arthritis, Seating, Diabetic Foot, Pediatric), Specialty Services: Ready to Play (sports rehab program), Ready to Work (accelerated return to work), Stand Tall (osteoporosis program), and Spinal Protocol (back rehab program). Fit-For-Life, a wellness and fitness center was transferred to my responsibilities in 2000.

- Increased gross revenues of The Rehab Institute from \$400,000 to over \$22 million.
- Achieved four consecutive three-year accreditations from the Commission on Accreditation of Rehabilitation Facilities.
- Reorganized rehab management from a discipline oriented to a programmatic structure, consolidating 3 manager positions eliminating approximately \$200,000 in salary expense.
- Initiated case management protocols for post acute services which were expanded to create coordination system wide case management.
- Revised operations of Fit-For-Life, creating positive financials. Managed the facility closure to make room for expansion of the cardiology program and four cardiac catheterization labs.

**SOUTH GEORGIA MEDICAL CENTER, Valdosta, Georgia****1986 - 1988**

**Director of Rehabilitation Services and Administrator** of the freestanding South Georgia Comprehensive Outpatient Rehabilitation Facility.



**MEMORIAL COMPREHENSIVE OUTPATIENT REHABILITATION FACILITY**, Valdosta, Georgia

**Administrator/Co-Owner**

**1985 - 1986**

Responsibilities included clinical services, licensure, billing and collections for the freestanding CORF. Facility was purchased by South Georgia Medical Center.

**SOUTH GEORGIA MEDICAL CENTER**, Valdosta, Georgia,  
**Staff Physical Therapist, Assistant Director of Physical Therapy**

**1982 - 1985**

**COOPER GREEN HOSPITAL**, Birmingham, Alabama. **Staff PT**

**1982**

**CONSULTING President and Owner of P.A.C.E.: Post Acute Care Expertise)**

Southern Regional Medical Center, Riverdale, Georgia; St. Charles Medical Center, Bend, OR; Moore Regional Medical Center, Pinehurst, NC; North Mississippi Medical Center, Tupelo, MS

#### **Book and Articles**

*The Grace of Losing Your Job*, Winepress, 2009; [www.Pleasantwordbooks.com](http://www.Pleasantwordbooks.com), [www.redemption-press.com](http://www.redemption-press.com)

Multiple articles in rehabilitation and surgical publications

#### **EDUCATION**

MBA, Brenau University, Gainesville, Georgia

MS - Physical Therapy. University of Alabama Birmingham

BS – Biology, Troy State University, Troy, Alabama

#### **EXTRACURICULAR**

Three-time collegiate All-American in track, All Conference cross-country, NCAA Student Athlete of the Year Troy State University. Nike “Racing South” team member for six years. Nominated to the Troy University Sports Hall of Fame

#### **LICENSURE / CERTIFICATION**

Licensed Physical Therapist, State of Georgia and South Carolina

Licensed Nursing Home Administrator, State of Georgia and South Carolina

CAS - ACHCA Certified Subacute Care Administrator

#### **PROFESSIONAL AFFILIATIONS / COMMUNITY SERVICES**

Representative Accomplishments

American Medical Rehabilitation Providers Association, Board Member

CARF/JCAHO – Surveyor, Advisory Board for CARF

Rehab Management, Editorial Advisory Board

Westminster Presbyterian Church, Elder and Trustee (Gainesville, Ga.)

Westminster Christian School, Board Chairman (Gainesville, Ga.)

Kiwanis Club International (Florence, S.C. and Gainesville, Ga.)

Pruitt Health Home Health Community Advisory Board (Gainesville Georgia)

#### **PROFESSIONAL RECOGNITION**



- NCAA Graduate Scholarship Recipient
- Received Certificate of Merit, (quality management techniques), Georgia Hospital Association.
- Received the National Association of Rehabilitation Facilities Education and Research Award
- Served as adjunct faculty at North Georgia University Graduate Physical Therapy Program
- Received the Georgia Association of Rehab Facilities Individual Outstanding Service Award
- Published articles: Rehab Management, Outpatient Surgery, Becker's ASC Review, ASC FOCUS.
- Recognition Award from AMRPA Board of Directors for commitment and service to the field of medical rehabilitation
- Appointed to the SCA Foundation Board
- Served on the AAA Technical Advisory Committee for the development of their Orthopedic Specialty certification
- Selected to deliver the Convocation keynote speech to the University of North Georgia 2019 Doctoral Physical Therapy Class



**Commissioner Tim G. Echols**  
827 Bradmore Court, Hoschton, GA 30548  
*timothyechols@gmail.com*

### ***Education***

1982, Bachelor of Arts in English, University of Georgia  
2006, Masters of Arts in Non-Profit Organizations, University of Georgia  
2009, Masters of Arts in Mass Communication, University of Georgia

### ***Personal***

Married to Windy Ruth Davis Echols (1983), 7 children (ages 31 to 19)

### ***Full-time Positions Held***

**January 2011 to present**

**Chairman, 2012**

**Vice-Chairman 2017-19**

**Commissioner, Public Service Commission**

**State of Georgia**

Regulates power, gas, telecom & pipeline safety. Elected statewide every six years. Next election: 2022.

**1994 to December 2010**

**TeenPact Youth Leadership School (a division of Family Resource Network, INC)**

**Founder and Board President**

TeenPact trains young people in an understanding of government and politics using student staff in 45 states throughout the country. Over 50,000 students trained since 1994.

**1997 to June 2009**

**TeenPact Judicial Moot Court Program**

**Founder**

Created a moot court program for high school students.

**1993-94, CEO**

**Family Concerns, Inc**

Directed lobbying efforts at Georgia Capitol as well as overseeing general operations.

**1991-1993, Co-founder, Division Director**

**Ministry Resource Network**

Served as Corporate Secretary and directed the division, Family Resource Network. Focus was on parenting classes, pro-life activism and prayer.

**1988-1991, Staff member**

**Campus Crusade for Christ International**

Served as a staff member with youth division, Student Venture, in Georgia and California.

**1982-1988, Commercial Sales Director**

**Beaudry Ford, INC.**

Worked in a variety of capacities including the creation of a commercial sales and leasing department at the nation's largest Ford dealership.

### ***Special Positions***

**Energy Matters Radio Show on Cox Media Group**

**January 2019 to present**

Host of weekly radio show on energy, technology and sustainability



**Founder*****Clean Energy Roadshow***

**Annual event starting in 2011 to present**

Showcases Alt Fuel Vehicles around the state of Georgia

**Founder and Director*****Wilberforce Fellowship (founded 2014) to present***

Created program for young men to grow in faith and resolve to end human trafficking and be leaders for future

**Founder and Director*****UnHoly Tour events (founded 2014) to present***

Created program for lawmakers and community leaders to educate them about the ills of sex-trafficking and impact on victims

**Adjunct Professor*****Piedmont College* Department of Communications**

**Fall Semester 2014, Spring Semester 2015, Summer Semester 2015, Fall Semester 2015, Spring Semester 2016**

Teaching MCOM 1110 (Public Speaking).

**Course Designer “Cultural Impact CM 130”*****Belhaven College* Department of Communications**

**Spring Semester 2009**

Designed extensive on-line course entitled “Cultural Impact.”

**Adjunct Professor*****Emmanuel College* Department of Communications**

**Fall Semester 2008**

Teaching CM130 Intro to Communication (Public Speaking).

**Treasurer and District Spokesman for Campaign*****Congressman Paul Broun Committee***

**February 2007 to January 2009**

Served to assist and elect Dr. Paul Broun, Jr. to the US Congress representing Georgia’s 10<sup>th</sup> District and served as his campaign treasurer and spokesperson.

**Board Member*****Governor’s Office of Children and Families***

**August 2008 to March 2010**

Serves at the pleasure of Governor Perdue to advise on special funding for communities particularly in areas related to juvenile delinquency and commercial exploitation

**Advisor and Founder*****CS Lewis Society, University of Georgia***

**Fall 2005 to May 2009**

Organized club to study Lewis and his literature and his contribution to Christian thought.

**Justice Foundation*****Consultant***

**October 2006 to May 2009**

Organized fund-raising banquets for non-profit legal foundation.

**Children and Youth Coordinating Council, State of Georgia*****Appointed by the Governor to Member-at-Large position***

**August 2005 to August 2008**



Board distributed abstinence funding and works to solve Juvenile Delinquency Problems and in State of Georgia—met quarterly.

#### **Care Net**

##### ***Consultant***

**July 2005 to August 2006**

Consulting effort to create the urban pregnancy resource centers in Atlanta including what is now Human Coalition

#### **Governor's Youth Leadership Summit, Co-Founder**

**June 2004 to May 2006**

Worked with Governor Sonny Perdue and staff to create a specialized training program for young conservatives.

#### **Sanctity Life Foundation**

##### ***Consultant***

**July 2003 to June 2004**

Sub-contract position with responsibilities in special projects.

#### **Student Project, Co-Founder**

**Fall 2001 to June 2009**

Help connect over 2000 students with campaigns interested in student workers. Campaigns include George W. Bush, Randy Forbes, Mike Rogers, Steve Pearce, Geoff Davis, Jim Tallent, Jay Dickey, Sonny Perdue, Saxby Chambliss, Paul Broun and many others.

#### **Garland Hunt for State House Campaign, Treasurer**

**Winter-Summer 2002**

Recruited black Republican Garland Hunt to run for state house in predominantly white district and served as treasurer of his campaign. (Eventually secured appointment for him to Board of Pardon and Paroles for seven year term.)

#### **Echols vs. Federal Election Commission**

##### **Plaintiff in law suit against Campaign Finance Reform**

Lead family of five in a special suit against the FEC regarding a ban on “minor” campaign contributions to federal candidates. Supreme Court decision in our favor, 9-0. Funded by American Center for Law and Justice.

#### **Court Appointed Special Advocates, Inc. (CASA—Piedmont Judicial Circuit)**

**Board Member, Volunteer Treasurer, 2000 to 2003**

Organization dedicated to helping insure foster children and others under the custody of the state are not overlooked.

### ***Publications***

Feature columnist, Wall Street Journal, Fortnightly Energy Magazine, Power Engineering

Regular contributor, Atlanta Business Chronicle, Utilities Fortnightly

Author, *Real Citizenship*, published by Brunson Publishing, Alamogordo, NM

Numerous articles and National Radio Show Appearances

Columnist for Athens Banner Herald Newspaper (owned by Morris News). Published op-ed & feature pieces

### ***Honors***

Vice-Chair, Nuclear Waste sub-committee, National Association of Regulated Utility Commissions

Trail Blazer Award, Nuclear Infrastructure Council, 2018

Georgia Trend “Top 100 Influential Leaders” list 2016

Georgia Trend Most Influential Georgians Notable List

Rotary Club Speaker throughout GA (approx. 150 appearances)



World Nuclear Exhibition, 2014, 2016 and 2018—representing United States at event in Paris

***Affiliations***

Member, CNP (Council for National Policy)

Member, NARUC (National Association of Regulated Utility Commissioners)

***Youth***

1981, President, Baptist Student Union, University of Georgia

1978, Student of the Year, Atlanta Airport Rotary Club

1977, President, North Clayton Senior High School, College Park, GA

***Special***

Owner—three electric cars



**PROFESSIONAL OBJECTIVE**

A responsible **Management** position that will utilize my education, professional skills, and proven competencies in leadership, execution, strategy development, and business process improvement.

**PROFILE**

*Proven leader with the ability to identify and capitalize on individual strengths, motivate teams, and implement vision to achieve public goals. Core competencies include: Developing Winning Teams-Developing Strategy-Leadership Change-Innovation - Negotiation - Program Management. Commendable knowledge of financial data analysis and interpretation practices. Ability to develop and maintain team-oriented programs and services. Thought leadership in the field of public policy: Promoting diversity, inclusion, and multi-cultural competence in educational and work environments - Directing activities of comprehensive external relations programs - Planning and scheduling work for groups ensuring proper distribution of assignments and adequate manning, space, and facilities for subsequent performance of duties - Determining fiscal requirements and preparing budgetary recommendations; and monitoring, verifying, and reconciling expenditure of budgetary funds - Personnel functions including hiring, performance appraisals, promotions, transfers, and vacation schedules.*

**SELECTED ACCOMPLISHMENTS**

Made policy recommendations to the Federal Coordination Office (FCO) on all matters that affected the recovery efforts using the Public Assistance Program in 30+ deployments.

Directed the development of projects to restore the infrastructure of governments impacted by natural disasters through the public assistance program. Disasters included Hurricanes Sandy, Matthew, Irma, and Florence.

As the Infrastructure Branch Director, worked to communicate timely and effective recovery policy to Tribal Leadership and enrolled members' households' because communities needed awareness and education programs, and Indigenous people such as the Seminole Tribe of Florida should be encouraged to feel empowered. It was vital to assist in helping the Tribe's development of implementing comprehensive policy to build capacity and resiliency.

During Hurricane Earl for North Carolina, utilized the "Lean" business strategy in the workflow process that delivered quality project worksheets and services while using the minimum materials, equipment, space, labor, and time.

As a Policy Analyst for the Office of Planning and Budget, conducted research based onsite visits to Public Health Programs throughout Georgia to determine the feasibility and viability of programs such as Babies Can't Wait, Children First, and the Georgia Fatherhood Program. Collaborated with state and local program personnel and used critical thinking and analysis skills to accurately proceed with analyzing the data including identifying and evaluating alternatives and developing recommendations to decide of continuing funding for these programs. Division Director who relayed the information to the Governor's Policy Director that in turn enabled the programs to maintain their same level of funding and avoid potential cuts presented the results of this research.

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**PROFESSIONAL EXPERIENCE**

February 2008  
to Present

**Emergency Management Program Specialist**

U.S. DEPARTMENT OF HOMELAND SECURITY/FEMA, Atlanta, Georgia  
Delegate authority to individuals, groups/divisions, and managing teams of grant specialist while serving as the Public Assistance Branch Lead during deployments to Joint Field Offices. Responsible for directing and maintaining cost-effective management of all post-disaster resources of recovery operations, while providing fiscal/administrative review of grant applications. Formulate and direct plans and programs for administration of Public Assistance Program while operating in interpreting all grants management laws, regulations, policies, and procedures for complex grants during deployments to Joint Field Offices. Coordinate activities related to the Fire Management Assistance Grant Program. Establish and monitor closings of open disaster grants that are currently on the NEMIS and EMMIE Systems and negotiating, awarding and obligating funds. Also responsible for special projects, public presentations, training, and maintaining effective work processes. Have served as a trainer in Debris Management. Apply powerful communication skills.

June 2005  
to Feb. 2008

**Grants Administrator**

GEORGIA EMERGENCY MANAGEMENT AGENCY, Atlanta, Georgia  
Aided in interpreting grants management laws, regulations, policies, and procedures to local governments in obtaining complex terrorism grants for the Public Assistance Division. Monitored compliance with grant policies and procedures. Conferred with Terrorism Division to plan and initiate grant programs concerning organizational, operational, and functions of grants and oversaw their executions by providing fiscal/administrative review of grant applications. Conducted extensive research in compiling information needed to generate reports, complete projects, and respond to questions and concerns. Analyzed problems, questions, and issues and developed resolutions, as well as negotiated and obligated funds. Served as a collaborative problem solver during expenditures of grant funds.

August 2005  
to June 2006

**Teaching Assistant**

CLARK ATLANTA UNIVERSITY, Atlanta, Georgia  
Prepared and delivered lectures to students in undergraduate political science courses. Developed and assessed curriculum that were common to undergraduate political science classes. Gave assignments, graded papers, and participated in the assigning of final grades. Planned, conducted, and evaluated the highest quality of instructional activities for the students involved. In coordination with the department's faculty, developed syllabi, course readings and other pedagogical assessments of student learning. Interpreted and followed all applicable policies and objectives of the School of Arts and Sciences and the Sciences and Political Science Department.

September 2000  
to Dec. 2003

**Adjunct Professor**

HERZING UNIVERSITY, Atlanta, Georgia  
Prepared and delivered lectures to students enrolled in Economics and Finance Courses. Participated in the planning and co-curricular aspects of courses as necessary. Planned, conducted, and evaluated the highest quality of instructional activities achievable for students. In coordination with other faculty and staff members to participate directly with maintenance of the Department's accreditation.

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**PROFESSIONAL EXPERIENCE (continued)**

September 2001  
to March 2004

**Policy Analyst I**

GOVERNOR'S OFFICE OF PLANNING AND BUDGET, Atlanta, Georgia

As an adroit fiscal manager, assisted with budgetary analysis of agencies and programs assigned to the Human Development Division. Assisted with management studies and program evaluations including conducting interviews, attending meetings, preparing organizational charts, and conducting legal and other research. Administered fiscal and physical activities including developing capital funding and building expansion programs and making recommendations for their adoption. Assisted in strategic planning activities. Analyzed data including identifying and evaluating alternatives and developing recommendations. Prepared and managed human development budgets and controlled departments' expenditures through monthly spend plan reports and meetings.

July 2000  
to Aug. 2001

**Grants Manager**

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS, Atlanta, Georgia

Prepared new grant awards plus de-obligations and/or increases in existing complex grants and interpreting grants management laws, regulations, policies, and procedures. Applied general accounting methods in providing fiscal/ administrative review of grant applications as well as the maintenance of fiscal records. Provided professional and technical support to local recipients for the preparation of draw-down request and quarterly financial reports. Negotiated, awarded and obligated funds. Prepared monthly and quarterly status reports of appropriation requests and exceptions for each type of program. Served on the Community Development Block Grant (CDBG) Application Review Panel.

August 1996  
to June 2000

**Family Independence Case Manager I**

DEKALB COUNTY DEPT. OF FAMILY & CHILDREN SERVICES, Decatur, GA

Determined client eligibility for assistance programs. Implemented federal and state policies regarding subsidized programs. Managed a client base of 300 families and monitored an annual budget of \$500K. Handled complaints from hostile/upset customers. Demonstrated the ability to lead and change and coordinate large and complex programs.

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**PROFESSIONAL EXPERIENCE (continued)****PROFESSIONAL PRESENTATIONS**

- April 2019                      American Public Policy: Organizations and Implementation  
Clark Atlanta University, Atlanta, Georgia.
- February 2018 &              Environmental and Occupational Health Issues in Disaster Management  
2019                              Morehouse School of Medicine, Atlanta, Georgia.
- April 2017                      Disaster Responses and Recovery: Success or Failure, National Forum for Black  
Public Administrators, Little Rock, AR. (Moderator)
- October 2016                   Flint Water Crisis: A Case Where Environmental Politics, Policy, and Engineering  
Goes Wrong, Jackson State University Conference on Liberal Arts, Jackson MS.
- September 2015                The Role of Environmental Health Science in FEMA's Public Assistance  
Program,  
Eastern Kentucky University, Environmental Sciences Department, Richmond, KY.
- November 2014                The Federal Emergency Management Agency Public Assistance Program,  
Morehouse School of Medicine, Atlanta, Georgia.
- September 2014                The Politics of Black Male Enrollment in Georgia's Public Colleges and  
Universities, Southeastern Conference for Public Administration, Atlanta, Georgia.
- September 2014                How Hurricane Katrina and Sandy Impacted the Federal Emergency  
Management Agency since the implementation of the Recovery Acts, Southeastern  
Conference for Public Administration, Atlanta, Georgia.

**EDUCATION****Ph.D.**

CLARK ATLANTA UNIVERSITY, Atlanta, Georgia  
Major: Political Science - Subfield: Public Administration  
Graduated: July 31, 2012

**Master of Public Administration**

CLARK ATLANTA UNIVERSITY, Atlanta, GA - Graduated: December 17, 1999

**Bachelor of Science**

SOUTH CAROLINA STATE UNIVERSITY, Orangeburg, South Carolina  
Major: Economics - Minor: Mathematics - Graduated: May 8, 1988



**AWARDS**

- American Society for Public Administration Georgia Chapter Public Public Administrator of the Year Award in 2017.
- Pi Sigma Alpha National Political Science Honor Society.
- Alpha Epsilon Lambda Graduate Students' Honor Society.
- Ford Foundation Political Science Department Tuition Grant, 2006 - 2007.
- Student Government Association Book Scholarship, 2006 - 2007.
- CIGNA Healthcare Scholarship, 2006 - 2007.
- Pi Alpha Alpha National Honor Society for Public Affairs and Administration.
- Public Administration Department Scholarship, 1997 - 1999.

**PROFESSIONAL DEVELOPMENT**

Featured Contributor GovLoop.com (<https://www.govloop.com>)  
All-Hazards Higher Education Conference at Emergency Management Institute -  
Executive Leadership Summit at Hampton University - Project Management  
Principles - National Planners Course at Center for Disease Control - Environmental  
Health Training in Emergency Response at the Center for Disease Control.

**PUBLICATIONS AND PAPERS**

- 2016 "Flint Water Crisis: A Case Where Environmental Politics, Policy, and Engineering Goes Wrong".
- 2014 "How has Hurricane Katrina and Sandy Impacted FEMA since the implementation of The Recovery Acts".
- 2011 "The Politics of Black Male Enrollment in Georgia's Public Universities" - Dissertation.
- 2003 "Sharing the Responsibility: Increasing Black Male Student Enrollment" - Black Issues in Higher Education (Op-Ed).
- 1999 "How the City of Chicago Can Save Dollars by Managing Risk with the Formation of a Captive Insurance Company" - Master of Public Administration Degree Exit Paper.

**CERTIFICATIONS**

Professional Certified Emergency Manager by the Georgia Emergency Manager Program.

**PROFESSIONAL MEMBERSHIPS**

National Forum for Black Public Administrators - Emergency Management  
Association of Georgia - American Society for Public Administration - Clark  
Atlanta University Public Administration Department Advisory Board - South







# Timothy Maher

A believer in limited government, state's rights, free markets, and free minds.

4062 Glen Meadow Dr  
Peachtree Corners, GA  
(234) 567-9580  
tim.s.maher@gmail.com

## MISSION STATEMENT

As the newly appointed junior Senator of Georgia, I will follow in the footsteps of Senator Isakson by working with all members of the Senate to help pass meaningful and effective legislation. I will never forget that I serve at the pleasure of the citizens of Georgia, and that any legislation that comes to me for a vote should reflect the values and opinions of the constituency. As a believer in localism, I will not let the federal government dictate how Georgians should live their private lives.

## BIOGRAPHICAL INFORMATION

I have been a Georgia resident since 1992. I attended first grade through twelfth in the Fayette County School System. After highschool I attended UGA and graduated with a degree in Computer Science in 2007. I worked in Athens for a small tech company for 10 years. In that time, I met my wife and eventually moved closer to Atlanta to pursue another opportunity. My wife recently gave birth to our four month old daughter.

## QUALITIES

As a millennial, I am aware of many of the struggles and tribulations of my generation. This same generation is soon to be the majority of the workforce. It is of great importance to ensure the financial and general welfare of this understandably disaffected generation as it increasingly seeks answers in socialist philosophy. As a cohort, I can serve as an example and plead the case that socialist thinking will only serve to exacerbate their issues.

## EXPERIENCE

### InterContinental Hotels Group, Atlanta, GA — *Lead Engineer*

MAY 2016 - PRESENT

Responsible for application design, mentorship to fellow team mates, project completion date estimation, reviewing fellow engineer's code for quality and compliance. Entrusted to live abroad in Shanghai for 3 months to facilitate training and onboarding a new team of engineers.

## EDUCATION

### University of Georgia, Athens, GA — *B.S. (Computer Science)*

Aug 2003 - Dec 2007

## SKILLS

Critical thinking

Awareness of logical fallacies

Deep understanding of the Constitution.

Eagle Scout

Undefeated amateur MMA fighter.

Media friendly.









# Tina D. Payne

## Education:

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July 2009

**North Georgia College**, Dahlonega, GA

*ESOL Endorsement*

July 2007

**Lincoln Memorial University**, Cleveland, TN

*Education Specialist (Leadership and Administration)*

June 2005

**Brenau University**, Gainesville, GA

*Masters of Education (Early Childhood Education)*

August 2002

**Brenau University**, Gainesville, GA

*Bachelors of Science (Early Childhood Education)*

## Experience:

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K/1/2 Academic Interventionist, August 2014 to present

**Union County Primary School**, Blairsville, GA

First Grade Teacher, August 2002 to August 2014

**Union County Primary School**, Blairsville, GA

Union County School System 21<sup>st</sup> Century Program

*Site Coordinator, Teacher, substitute teacher, etc.*

- UCES Site Coordinator August 2010-December 2014
- First grade teacher August 2004-May 2005
- Substitute teacher (K-2) August 2008-July 2009



# TRAVIS LEROY ALLEN

## EMPLOYMENT

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OfficeTeam, Atlanta, Georgia

**ADMINISTRATIVE & OFFICE SUPPORT (TEMP)**

2015 – 2016

- Temporary staff to manage the day-to-day operations of the office.

Georgia Perimeter College, Dunwoody, Georgia

Associate Professor of English

**PERSONAL ASSISTANT**

2014 – 2015

- Prepared and edit correspondence, reports, and presentations.

Dual Enrollment Program

**ADMINISTRATIVE SECRETARY**

2005 – 2013

- Planned and scheduled meetings and appointments.
- Purchased office supplies using Purchase Credit Card and eProcurement.

Advising Counseling & Retention Services

**SENIOR SECRETARY**

2000 - 2005

- Planned and coordinated college events.
- Organized and maintained files and records, both paper and electronic.

## EDUCATION

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**B.B.A., Management**, Stetson School of Business & Economics

2011

Mercer University, Atlanta, Georgia 30341

**A.S., Business Administration**

2002

Georgia Perimeter College, Clarkston, Georgia

**Certificate, Library & Information Science Technology**

2008

Georgia Perimeter College, Clarkston, Georgia

## SPECIAL SKILLS

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- |   |      |
|---|------|
| • <b>Fundamentals of Successful Project Management</b> (two-day workshop) | 2012 |
| • <b>Excelling as a Manager or Supervisor</b> (one-day workshop)          | 2012 |
| • <b>Financial Statement Analysis</b> (one-day seminar)                   | 2011 |

## SOFTWARE

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- Microsoft Office: Word, Excel, PowerPoint, Outlook, Access.
- SCT Banner 8.0: database for Admissions, Registration, Human Resources, Accounts, Financial Aid, Faculty and Advisors.
- E\*Value: database for Healthcare Education Management.

## AWARDS

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**Celebration of Excellence for Teamwork** from Dr. Anthony Tricoli, President of Georgia Perimeter College

2010

**In Appreciation** from Dr. Anthony Tricoli, President of Georgia Perimeter College

2007

## MILITARY

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**Sergeant, United States Air Force**

Security Specialist

*Honorably Discharged*

## PROFESSIONAL ASSOCIATIONS

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American Library Association (2007 – Present), National Notary Association (2009 – 2011), International Association of Administrative Professionals (2002 – 2006).





# TRAVIS KLAVOHN

*Leader at the Confluence of Business, Policy, and Politics*

## EDUCATION

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University of Georgia, MBA  
University of South Carolina, BA

## POLITICS

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2019 State Delegate, Georgia GOP Convention  
2019 State Committee Member, Georgia GOP  
2018 GOP Nominee for State Senate, District 38 (South Cobb & Fulton)  
Co-founder and Board Member, Metro Atlanta Republicans  
Board Member, Franklin Roundtable (formerly Georgia Tea Party, Inc)  
Member, Georgia Republican Assembly  
Precinct Chair, Smyrna 7A  
Author, speaker, and advocate for individual liberty

## BUSINESS EXPERIENCE

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**Klavohn Consulting, Managing Partner** (2017 to Current)  
Klavohn Consulting makes great organizations even better by providing world-class advisory services in employee benefits, data analytics, and innovation.

**Xerox Corporation, Data Analytics Leader** (2012 to 2017)  
Started and led a data analytics practice that served global clients in Human Resources and Employee Benefits.

**United Health Group, Data Analytics Sales** (2010 to 2011)  
Sold health analytics services to large employer-sponsored health plans.

**Aon Hewitt, Employee Benefits Consultant** (2006 to 2009)  
Advised large organizations on affordable health benefits.

**United Health Group, Director of Sales** (2002 to 2005)  
Led a sales team to record levels of production and profitability.

## SAMPLE PUBLICATIONS

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1. Lead Author, The Medical Cartel Is Keeping Health Care Costs High, Foundation for Economic Education, August 6th, 2017
2. Co-Author, In Groundbreaking Decision, DC Court Orders IRS to Return Money to Victims, Foundation for Economic Education, July 3rd, 2017
3. Contributor, Chapter 6 (Benefiting from Obamacare), Legal Handbook for Financial Publication, 2016, Allen Buckley, J.D.LLM., CPA
4. Lead Author, Pharmacy and Consumer-Directed Accounts, Benefits Quarterly, ISCEBS/IFEBP, Q3 2014

## PROFILE

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Christian, husband, father, businessowner, and proud Republican

## POINT OF INTEREST

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Designed and built a wooden boat which will appear on CBS/Netflix's Dynasty

## VITALS

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Phone: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]



# Travis S. Woody

Current US Government Clearance

## GOAL ORIENTED PROFESSIONAL

Experienced military leader with documented success in responsible and challenging positions with over 20 years of military service in the United States Marine Corps. Proven record of unprecedented accomplishments, mission-critical decision making skills, time-management, and extensive team working abilities, and capable independent worker.

### Core Strengths & Skills

- Staff Development
- Written/Oral Communication
- Sales
- Customer Service
- Logistics
- Operations
- Personnel Management
- Access Control Operations
- Force Protection
- Reports Development
- Radio Communications
- Forward Thinker
- Microsoft Office Suite
- Independent Worker
- First Aid

### Career Experience

Sales Associate outside Lawn and Garden  
Home Depot Store# 1774, Monroe GA

October 2015 to Present

- Provide fast, friendly service by actively seeking out customers to assess their needs and provide assistance.
- Provide expert department and product advice and knowledge of facts.
- Maintain the supply of shoppable items and ensure all items are stocked and readily available.
- Assist the department manager, ASM and Store Manager on any issues that may arise or be assigned.

Juvenile Corrections Officer Lieutenant  
METRO Regional Youth Detention Center, Atlanta Georgia

September 2014 to August 2015

- Supervises and monitors a shift at the Correctional Facilities and maintains set standards for security. Ensures daily shift activities are completed including sick call, resident recreation, court appearances, scheduled medical/dental appointments, resident programs, clothing and clean linen, and daily cell inspection.
- Receives direction from the Captain and exercises authority over the facilities, personnel and the activities on the assigned shift.
- Conducts briefings at the start of each shift to inform subordinates of pertinent facts or resident incidents which may affect shift work.
- May assume command of the Corrections Division when so ordered by his superiors.
- Reviews or performs staff scheduling to ensure appropriate security at the facilities on all posts.
- Reviews staff reports, ensures investigation of resident incidents, determining causes and resolves problems following established policies and procedures.
- Identifies staff training needs and participates in training programs as required.
- Makes decisions regarding matters such as interpretation of applicable policies and procedures.

Operations Manager – 2<sup>nd</sup> Marine Division - 3<sup>rd</sup> Battalion, 2<sup>nd</sup> Marines  
United States Marine Corps – Camp Lejeune, NC

January 2012 to August 2014

- Planned, coordinated, and supervised the annual training of over 1000 Marines and Sailors including but not limited to marksmanship, physical fitness, swim qualification, and ethics training
- Train the Watch Officers/Assistant Watch Officers in the correct standards of properly running an operations center, along with all equipment and message traffic to and from commanders
- Supervised the completion of all short and long term operation plans orders for distribution to subordinate units
- Led the preparation and delivery of strategic and operational to higher executives in support of the Operations section
- Assisted with the collection, review, and distribution of training schedules and letters of instruction in support of the units training plan



- Track and maintain accountability of over 1400 Marines and Sailors during deployments and combat operations while serving as the Command Operations Center Watch Officer during combat operations
- Manage the establishment, set up and displacement of the Combat Operations Center and all components
- Supervise 10 personnel within the Combat Operations Center and Operations section

**Assistant Operations Manager – 2<sup>nd</sup> Marine Division - 3<sup>rd</sup> Battalion, 2<sup>nd</sup> Marines  
United States Marine Corps – Camp Lejeune, NC**

**August 2010 to January 2012**

- Provided tactical, technical and leadership expertise to assist with the development of the unit's combat and training scheme of maneuver as the Senior Enlisted advisor to the Company Commander
- Facilitated and supervised all levels of training and support for both garrison and combat operations for more than 200 personnel
- Maintained and accounted for all the facilities and infrastructure assigned to the organization, managing 3 large complexes utilized for work spaces, housing, and training areas
- Mentor, educate and develop the junior and subordinate personnel on personal and professional development
- Supervised, led, and maintained logistical readiness of five partnered combat positions to include maintenance of all electrical grid and energy requirements in addition to the essential life support commodities required of a 250 Marine rifle company and 100 soldier Afghan Army Company during seven months of combat operations

**Boat/Security Section Manager - MCRD Parris Island SC –  
United States Marine Corps – MCRD Parris Island, SC**

**June 2009 to Aug 2010**

- Maintained accountability and welfare of 14 Marines assigned to the small craft section
- Ensured Marines attended and were certified at the 3-week USCG Coxswain Course
- Managed over 800 hours of small craft operations with 0 mishaps, ensuring the surface danger zones remained free of personnel and watercraft, enabling over 17 Entry Level Rifle, 5 Annual Rifle Training, 6 Entry Level Pistol, Combat Marksmanship Coaches, and 9 large training events
- Maintained 100% accountability of over \$500,000 of small craft, equipment & components
- Supervised the planning, briefs & conduct of 6 security patrols as random anti-terrorism measures with military police
- Provided rapid response to ensure boats were placed in the water after hours to conduct weapons calibration in the event the base went into heightened security posture due to high threat levels
- Coordinated logistical support with the nearby Naval Hospital for the attachment of the section to the hospital as part of the disaster preparation plan for the approaching hurricane, and was ready to assist with disaster relief as well as search and rescue operations

**Chief Instructor – Marine Corps Recruit Depot Parris Island SC  
United States Marine Corps – MCRD Parris Island, SC**

**July 2007 to June 2009**

- Maintained mastery and understanding of all Standing Operation Procedures, Periods of Instruction, Lesson Plans and curriculum pertaining to the Crucible and Basic Warrior Training
- Designed, built, and implemented a basic version of a class known as Combat Hunter on an introductory level for Marine Corps Recruits that was eventually adopted by MCRD San Diego
- Ensured all Field Training instructors remained current with all BWT/Crucible training events, SOP's and lesson plans.
- Supervised over 200 rappelling tower evolutions training over 4500 recruits with 0 mishaps or injury's
- Served as the Range Safety Officer for over 15 gas chamber training evolutions ensuring that all safety measures were in place and adhered to
- Conducted 20 confirmation briefs for the Recruit Training Regiment, ensuring all training request were in place and serving as a final conformation brief for the commanders prior to the commencement of a weeklong training event to eliminate any mishaps.

**Infantry Platoon Leader – 1<sup>st</sup> Marine Division – 1<sup>st</sup> Battalion, 7<sup>th</sup> Marines  
United State Marine Corps – Twenty-nine Palms, CA**

**September 2004 to Jul 2007**



- Served as Senior Enlisted Advisor to Platoon Commander in all tactical and technical issues
- Provided leadership and guidance to a platoon of over 40 Infantry Marines in both garrison as well as combat situations
- Deployed to Iraq in support of Operation Iraqi Freedom with a platoon of over 40 Marines, ensuring all personnel and equipment were accounted for
- Trained and provided guidance to the Marines in a variety of situations but not limited to Radio communications, Urban Operations, MEDIVAC situations, Detainee handling and processing, Marksmanship, Survival, Land Navigation, and decision making in stressful situations.

**Operations Team Leader – 4<sup>th</sup> Marine Expeditionary Brigade – Chemical Biological Incident Response Force**  
**United States Marines Corps – Indian Head, MD** Feb 2001 to Aug. 2004

**Infantry Team Leader – 1<sup>st</sup> Marine Division – 3<sup>rd</sup> Battalion 7<sup>th</sup> Marines**  
**United States Marine Corps, Twenty-nine Palms, CA** Mar 1998 – Feb 2001

**Nuclear Weapon Security Guard – Marine Corps Security Forces– Naval Submarine Base – Kings Bay, GA**  
**United States Marine Corps Security Forces, Kings Bay, GA** Apr 1997 – Mar 1998

#### Education

American Military University – Charlestown, WV  
B.S. in Environmental Sciences, Concentration in Fish and Wildlife Management GPA: 3.764

#### Military Decorations and Awards

Combat Action (2)	Iraq Campaign (3)
Navy Commendation Medal w/ combat distinguishing device (2)	Afghanistan Campaign (2)
Navy Achievement Medal (3)	Meritorious Mast (6)
	Letters of Commendation (3)

#### Civilian Awards

Eagle Scout - 1991



## PROFESSIONAL SUMMARY

I am an experienced technical leader who is not afraid to get “in the trenches”. I have successfully led multiple teams dealing with different technologies. Over the past 4 years I have done a hybrid of hands on technical work and developing and leading teams. I am seeking an opportunity where I can use my strong technical skills and leadership abilities to make a significant impact in the success of an organization.

## INFO

- College: Georgia State University: Computer Information Systems
- Github: [www.github.com/katari1](https://www.github.com/katari1)
- LinkedIn: [www.linkedin.com/in/vikramnagrani](https://www.linkedin.com/in/vikramnagrani)

## TECHNICAL SKILLS

- AWS, GKE, Kubernetes, OpenShift, Docker, Linux, Bash, Python

## LEADERSHIP SKILLS

- Conflict resolution, Crisis management, Communication, Teaching, Mentoring, Effective Feedback

## WORK EXPERIENCE

**March 2019** **Sysdig** **Atlanta, Georgia**

*Senior Staff Professional Services Engineer*

- Play a key role in defining and execution of best practices and implementation guides
- Train and support other team members and indirect channel partners (as required)
- Handle management duties as necessary

**October 2018 – March 2019** **Sysdig** **Atlanta, Georgia**

*Senior Professional Services Engineer*

- Act as an integral member of the Post Sales team including Professional Services, Support and Customer Success, taking responsibility for solving implementations issues from a technical perspective
- Work off/on -site with strategic customers, delivering solutions architecture consulting, technical guidance, knowledge transfer and establish trusted advisor status
- Lead proof-of-concepts assisting strategic customers to deploy and integrate Sysdig Monitoring and Security technology into their environments

**March 2018 – October 2018** **Sysdig** **Atlanta, Georgia**

*Senior Escalations & Professional Services Engineer*

- Troubleshoot and resolve complex issues affecting the on-premise Sysdig Platform. This required extensive knowledge of containers, kubernetes, Linux, and cloud architecture.

**April 2016 – March 2018** **Pindrop** **Atlanta, Georgia**

*Manager Tier1 / 2 Support*

- Lead a team of 8 engineers in solving highly complex technical issues related to a proprietary product running on a clustered Linux environment.
- Conduct weekly one on one review with employees focusing on personal and professional growth.
- Hiring of all Tier 1/2 engineers.
- Handling of customer escalations and major incidents.
- Review and Implement procedures for world wide NOC environment.

**May 2015 – April 2016** **Pindrop** **Atlanta, Georgia**

*Tier 3 Support*

- Troubleshoot and resolve complex issues with proprietary software running on a multi node Linux Environment. This includes technologies such as MySQL, bash, Python, advanced Linux configuration and Vormetric



- Automate routine and complex tasks via scripting (primarily bash some python)
- Lead weekly status calls with customers
- Deployments and Upgrades using chef automation

**October 2012 – May 2015**

**International Business Machines (IBM)**

**Atlanta, Georgia**

*XIV Product Field Engineer*

- Work with development across multiple countries solving complex software and hardware issues pertaining to any SAN configuration involving an XIV.
- Collaborate with worldwide development team to implement intelligence and logic in the automation of identifying potential storage related issues to the XIV product line
- Develop and present XIV related curriculum to worldwide teams.
- Pre/Post sales support for implementation of XIV in SAN/NAS environment.
- System verification and initial product testing for new “Software as Storage” product offering.
- Selected for “Leadership Seminar Series” Presented proposal for mobile application solution that was accepted by senior leadership.

**October 2005- October 2012**

**International Business Machines (IBM)**

**Atlanta, Georgia**

*XIV Technical Team Lead*

- Lead a team of 40+ remote support employees as a Subject Matter Expert for level one remote support.
- Reviewed / Mentored junior team members to help increase technical skill sets.
- Provided remote technical support on DS4000, DS5000 & XIV fiber products in the SAN and NAS environments



# WAYNE IWANSKI

██████████ GUYTON, GA 31312  
C: ██████████

## SUMMARY

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I have been involved with the aircraft industry in a variety of activities associated with engineering; this includes Mechanical Systems Landing Gear engineering and mass properties and weight analysis. It is time to bring a sense of LOGIC back to congress to represent the people of Georgia.

## EDUCATION

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June, 2003	Tri-State University	Angola, IN
■ Bachelor of Science Degree, Mechanical Engineering (BSME)		

## RELEVANT WORK EXPERIENCE

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Gulfstream Aerospace Company	Savannah, GA	06/2017 – Present
■ Mechanical Systems Landing Gear Design Technical Specialist III		
■ Implement NEW system features through both Hardware and Software integration for aircraft performance and reliability.		
■ Liaison to current suppliers supporting Gulfstream development. Specialties include:		
■ Brake Control		
■ Landing Gear		
■ Landing Gear Control		
■ Nose Wheel Steering Control		
■ Perform lead duties and supervise lower level personnel.		
■ Manage design change projects, with gulfstream and system/component suppliers.		
■ Create requirements documents and verify and validate complete system to those requirements.		
■ Review of Qualification Test Reports.		
■ Coordinate with purchasing department for supplier component production support.		
■ Design bracket and component installations for G650 using Catia V5, Enovia LCA and Smarteam tools.		
■ Familiar with designing sheet metal and machined components and mechanisms.		
■ Review flight test data of Landing Gear system components for performance optimization and regulation compliance.		

Gulfstream Aerospace Company	Savannah, GA	12/2014 – 06/2017
■ Mechanical Systems Service Engineering Technical Specialist II		
■ Create and develop/revise Major Repair drawings/instructions/procedures for Landing gear structural components and systems using Catia V4/V5, including overhaul and serial specific repairs.		
■ Evaluate In-Service aircraft damage for continued airworthiness.		
■ Create compliance documents within Smarteam for associated repairs.		
■ Evaluate and resolve customer requests/issues across various platforms (GII through G650) in regards to Electro-Mechanical systems using ACMF/FHDB/FDR data.		
■ Support back shop repair station personnel with direction for landing gear and hydraulic component repair and overhaul.		
■ Coordinate changes and review supplier Component Maintenance Manuals..		
■ Provide guidance and recommendation on ground support and back shop test Equipment.		
■ Support supplier manufacturer quality issues to maintain in service aircraft.		

Gulfstream Aerospace Company	Savannah, GA	04/2010 – 12/2014
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- Mechanical Systems Landing Gear Design Technical Specialist I
- Implement NEW system features through both Hardware and Software integration for aircraft performance and reliability.
- Liaison to current suppliers supporting Gulfstream development. Specialties include:
  - Brake Control
  - Landing Gear
  - Landing Gear Control
  - Nose Wheel Steering Control
- Perform lead duties and supervise lower level personnel.
- Manage design change projects, with gulfstream and system/component suppliers.
- Create requirements documents and verify and validate complete system to those requirements.
- Review of Qualification Test Reports.
- Coordinate with purchasing department for supplier component production support.
- Design bracket and component installations for G650 using Catia V5, Enovia LCA and Smarteam tools.
- Familiar with designing sheet metal and machined components and mechanisms.
- Review flight test data of Landing Gear system components for performance optimization and regulation compliance.

Gulfstream Aerospace Company

Savannah, GA

11/2007 – 04/2010

- Mechanical Systems Landing Gear Design Engineer II
- Design bracket and component installations for G650 using Catia V5 and Enovia LCA tools.
- Familiar with designing sheet metal and machined components and mechanisms.
- Review and creation of Design Requirements and Specification Control Documents.
- Planned Qualification Test and Safety of Flight Dates.
- Liaison to current suppliers supporting gulfstream development.
- Perform lead duties and supervise lower level personnel.
- Provide Load/Performance Data manipulated for Landing Gear use to suppliers, by using advanced techniques with a different approach to solutions.
- Review Qualification Test Plans and Acceptance Test Procedures.
- Created Mockups for brake hose design.

Gulfstream Aerospace Company

Savannah, GA

11/2005 – 11/2007

- Mass Properties Engineer for Mechanical Systems, consisting of Hydraulics, Landing Gear, Doors, and Flight Controls.
- Oversight of Mechanical Systems, Wing, and Empennage weight budgets.
- Involved in the decision process of current suppliers, such as Landing Gear, brake suppliers and all flight controls suppliers.
- Reviewed Suppliers Statements of Work, Design Requirements Documents, configuration documents and source control documents.
- Supplied Mass Distribution data for the Loads and Dynamics Group Level 1 Loads.
- Requested and managed weight detail information for mechanical systems designers and suppliers through personal communication and SEM's/TCM's.
- Reviewed MOA documents for weight control.
- Taken classes in Design and Analysis for Composite Material Aircraft Structures (July 2007), CATIA V4 for designers and V5 for stress analysts.
- Provided weight estimations for new concepts both composite and metallic.



Eastman Machine Company

Buffalo, NY

12/2003 – 11/2005

- Service and Installation Engineer.
- Service and Installation of automated cutting machine of various size and orientation at customer jobsites.
- Customer service work in house, to resolve customer problems.
- Use of machine electrical schematics to diagnose and resolve problems.
- Established working relationships with customers worldwide for implementation of machines into specific processes.
- Participation in test cuts for prospective buyers.
- Testing of cutting pressures for different materials such as, carbon, and Kevlar.
- Training of foreign and domestic machine operators on cutting software, Easicut 2000.

#### **RELATED SKILLS**

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- Computer: Proficient in Office 2010, Pro/Engineer 2000i, Pro/Mechanica, MathCad, Engineering Equation Solver, TKSolver, AutoCAD 2002 OEM.
- CATIA V4 and CATIA V5.
- Enovia LCA, SmarTeam, Solumina
- Practical Stress Analysis for Design Engineers

#### **AFFILIATIONS**

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- AIAA, American Institute for Aeronautics and Astronautics
- SAE International

REFERENCES AVAILABLE UPON REQUEST



Wayne J Reinhardt

Work Phone: 912-767-7006

Email

## WORK EXPERIENCE

Department of Defense, United States Army  
Fort Stewart, Georgia  
4/2009 – Present  
Hours Per Week: 60  
Fire Prevention Inspector (Current GS-09)

*Nominated as Fort Stewart Inspector of the Year for Department of the Army.  
Recipient of Two Civilian Army Achievement Awards 2017.*

*Received Four Certificates of Appreciation from local units this year.*

*By name selected to assist the IG team the last three years to inspect the Fort Stewart Wounded Warrior Transition barracks.*

*Point of Contact during the IMCOM inspection of our CDC's.*

Performs as assigned duties as Lead Fire Inspector (GS-09). Receive daily work direction from the Assistant Fire Chief of Prevention. Work with engineers to assist in reviewing plans, drawings, and blueprints for new construction or renovation projects to ensure Army regulations, specifications, and National Fire Codes are complied with. Inspect new buildings to establish records; determine fire plans, evaluate and inventory fire protection systems. Keep abreast of changes to National Fire Codes, NFPA, and Army regulations and specifications in order to review plans, buildings, and maintain the inspection program. Conduct scheduled and special fire inspections of hazardous buildings and areas to determine if fire safety requirements are understood and in compliance. Identification of deficiencies and the elimination or mitigation of deficiencies. Prepare reports of uncorrected deficiencies and updates records. Plan, coordinate, and review inspection work done by firefighters. Instruct classes: Fire Warden, Fire Extinguisher, Safety Classes, Post Welding Permit Course and Installation of Car Safety Seats. Develop PowerPoint slideshows enhancing all training objectives of classes instructed.

City of Yorkton  
Yorkton, Saskatchewan, Canada  
4/2007 – 4/2009

Hours Per Week: 35 with One On-Call Tour of Duty Every Third Week  
Deputy Fire Chief of Operations & Training (Equivalent of GS-12)

Perform the duties of Fire Chief in his absence or when on leave. Leadership, finances, budgets, manning, scheduling, training, discipline, hiring, facilities repair, apparatus ordering/repair and general maintenance, management meetings, city council meetings, union meetings, certified trainer



**WORK EXPERIENCE**  
**Con't**

in: First Aid, CPR, AED, and First Responder, radio/communications repair and upgrades. Provide administrative and technical advice to the Fire Chief on operational problems and matters as required and participate in the formulation of departmental policies, procedures and regulations. Attend and direct operations at major incidents until relieved by the Fire Chief and provide advice, assistance and direction to senior officers on operational and administrative matters. Assist in the development and implementation of training programs and participate in fire prevention and safety campaigns, establish and promote public relations for the department. Maintain liaison with Federal, Provincial and Municipal authorities on matters related to the department. Responsible for annual performance reviews of junior officers. Participate in recruiting of staff and in staff promotional competitions; processes personnel problems, disciplinary actions, dismissals and suspensions. Assist in the development of the department's annual, short and long term strategic plans and goals. Develop for approval schedules, guidelines and procedures relative to strategic plans and goals. Prepare administrative and operational reports, records, and correspondence; assist in preparation of budgets. Assist with the development and managing of the operational and capital budgets. Responsible for the submission of payroll and financial communications, on a weekly basis.

**United States Army**

**10/1986 – 4/2007**

**Hours Per Week: 60**

**Senior Training Developer/Writer, Military Firefighter (Equivalent of GS-11)**

**Fort Leonard Wood, MO:** Leadership, doctrine review/rewrites, firefighter conference development and scheduling, managing the training and certification of 1,300 Military firefighters: Active Duty, Reservist and National Guard. Army active duty representative to the Fire and Emergency Services Working Group. Leadership, finances, budgets, manning, scheduling, training, discipline, facilities repair, apparatus ordering/repair and general maintenance, management meetings, certified master Army and Air Force trainer, radio/communications repair and upgrades.

**Active Duty Advisor to Reserve Component Columbus, OH:** Provide leadership, training, mentorship, unit building and achievement of standards prior to deployments. Trained Battalion, Company and Squad sized elements at remote locations with limited supervision.

**Goodfellow Air Force Base, San Angelo TX:** Master Air Force and Senior Army Instructor. Night shift supervisor responsible for all branch instructors, students and civilian personnel during tour of duty. Maintain podium instructional status, student and instructor counseling, discipline, scheduling, leaves, facility up keep and school house vehicle readiness at all times. Ensuring pipeline students received 100% of training daily without interruption or distraction.



**EDUCATION  
Con't**

**Eastern Oregon University  
La Grande, Oregon  
Bachelor of Science Degree – 12/2007  
250 Quarter Hours  
Major: Fire Service Administration**

**Community College of the Air Force  
San Angelo, Texas  
Associates of Science Degree – 4/1999  
Major: Fire Science**

**Community College of the Air Force  
San Angelo, Texas  
Occupational Certificate – 4/1997  
Certified: Occupational Instructor**

**Community College of the Air Force  
San Angelo, Texas  
Associates of Science Degree – 2/1997  
Major: Instructor of Technology and Military Science**

**JOB RELATED  
TRAINING &  
CERTIFICATIONS**

**FEMA Courses:**  
IS-00100, IS-00200, IS-00300, IS-00400, IS-00700, IS-00800.a, IS-01900, IS-02900.a and forty plus additional completed courses.

**DoD IFSAC and PRO Board Fire Certifications:**  
Fire Officer III / II / I , Fire Instructor III / II / I , Fire Inspector III / II / I , Hazardous Materials Incident Command (includes Awareness and Operations), Airport Firefighter, Firefighter II / I , Driver Operator – Pumper and ARFF, Plans Examiner I / II, Incident Safety Officer.

**Georgia Traffic Injury Prevention Institute Graduate:** February 2017  
Child Passenger Safety Technician, Two Year National Certification

**PROFESSIONAL  
PUBLICATIONS**

**US Army Soldier Training Publication:** STP5-21M24-SM-TG  
**US Army Soldier Training Publication:** STP5-21M1-SM-TG  
**Editor/Writer:** Army 21M Flash-Over quarterly magazine.

**AWARDS &  
ACALAIDS**

Nominated as Fort Stewart Inspector of the Year for Department of the Army.  
Civilian Army Achievement Medal September 2017  
Civilian Army Achievement Medal May 2017  
Fort Stewart Fire Inspector of the Year 2016  
Fort Stewart Fire Inspector of the Quarter, 1<sup>st</sup> Quarter 2016  
Numerous Letters of Appreciation from Fort Stewart Garrison Organizations.  
Team Member – IMCOM Fire Prevention Branch of the Year 2011.  
Team Member – IMCOM Fire Prevention Branch of the Year 2009.  
IMCOM United States Army Military Fire Officer of the Year 2007.  
United States Corps of Engineers Bronze de Fluery Award Recipient 2006.



**AWARDS &  
ACALAIDS  
Con't**

IMCOM United States Army Military Fire Officer of the Year 2005.  
United States Military Top Three Finalist, Gieco Fire Fighter of the Year 1992.  
Received One Quality Step Increase (QSI)  
Received Numerous Cash Awards and Time Off Hours  
Received One On-The-Spot Cash Award  
Two Army Meritorious Service Medals  
Four Army Commendation Awards  
Six Army Achievement Medals  
Six Army Good Conduct Awards  
Military Outstanding Volunteer Service Medal  
Humanitarian Service Medal  
Air Force Outstanding Unit Award Ribbon  
South West Asia Service Medal w/Bronze Service Star  
Two National Defense Service Medals  
Global War on Terrorism Service Medal  
Non-Commissioned Officer Professional Development Ribbon (3<sup>rd</sup> Award)  
Army Service Ribbon  
Kuwait Liberation Medal  
Basic Aviation Badge  
Air Assault Badge  
Expert Marksmanship Badge

**REFERANCES**

Jeffery Bolling, FMP-MBA, Facility Manager, DODEA Americas Schools, 912-408-3093 [Jeffery.bolling@am.dodea.edu](mailto:Jeffery.bolling@am.dodea.edu)

Ricky Williams, U.S. Army Fire Chief (Retired), [REDACTED]  
[REDACTED]

James Ashdown, Assistant Chief of Operations (Retired), Liberty County, GA  
[James.h.ashdown.civ@mail.mil](mailto:James.h.ashdown.civ@mail.mil)

Paul Crowell, Assistant Chief of Prevention (Retired), Georgia  
[paul.h.crowell.civ@mail.mil](mailto:paul.h.crowell.civ@mail.mil)



# WENDY MAPP

Atlanta, Georgia 30310

  
www.linkedin.com/in/wendymapp/

Seasoned Educator - Project Point Person - Administrative Coordinator

## SUMMARY

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Practical, detail oriented and thorough with a highly developed work ethic. One who takes commitments and obligations seriously. Focused on ensuring the welfare of others, highly observant and quick to make others feel at ease. Organized and excels at anticipating what needs to be done. Respectful of authority, history and tradition, strives to maintain a harmonious environment offering service to others. People oriented and communicates best one-on-one.

## HIGHLIGHTS

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- Solved problems using resources available, providing support as an advocate for students with solutions that meet their needs.
- Maintained big picture vision on projects and coordinated team's work based upon their strengths and know-how, kept project moving forward to completion, usually ahead of schedule. Other team members felt valued during the project.
- Demonstrated outstanding customer service promoting the values of the company.

## TESTIMONIAL

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*"Wendy has a way of anticipating what needs to be done. She always kept me informed about the progress of her work in a timely manner. She was also well respected by the team and those she worked with. No problem was too big for Wendy to solve and her follow through was exceptional. I would highly recommend her."*

**Dawn Hornsby, Sr. Project Manager, Equifax**

## EXPERIENCE

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### Equifax

**Project Manager** • Atlanta, Georgia

June 2016 – July 2017

Equifax is a global information solutions company that uses trusted unique data, innovative analytics, technology and industry expertise to power organizations and individuals around the world by transforming knowledge into insights that help make more informed business and personal decisions

- Provided support for meeting project timelines and financial reports.
- Facilitated weekly and bi-weekly project meetings for Consumer and Commercial vertical teams.
- Coordinated travel and maintained calendars for senior level managers. Arranged travel needs and provided accommodations for international teams.
- Organized team building activities for department of 50 employees.
- Provided support for annual conference for Data & Analytics customers and employees.
- Created files and folders for new projects using INAV software and One Note.



## RemX

**Coordinator/Health Advocate (temporary position)** • Atlanta, Georgia 2015 – January 2016

RemX is the professional staffing division of EmployBridge, a \$3 billion staffing organization with more than 600 offices in the U.S. and Canada.

- Coordinated Travel and Maintain Calendars.
- Liaison between Company and Medical Offices, provided information, solved problems and met timelines.
- Resolved payroll issues and made appropriate corrections.
- Marketed services to outside sources via electronic delivery and phone calls.
- Resolved scheduling issues.

## Donnelly Communications, Inc

**Quality Assurance Manager** • Atlanta, Georgia 2013 – 2014

Donnelly offers comprehensive services in support of the three primary stages of the customer life cycle: acquisition, conversion, and retention. Provider of innovative, outsourced contact center solutions 24/7/365.

- Supervised staff of thirty, ensuring performance standards were met or exceeded.
- Performed audits and evaluated employee performance, coached employees to improve performance.
- Identified areas that needed improvement and implemented training programs. Responded to client needs and servicing issues appropriately.

## Clayton County Public Schools - Morrow Middle School

**Certified Teacher, State of Georgia** • Morrow, Georgia 1997 – 2012

- Planned and conducted activities for a balanced program of instruction and demonstration for students grade 6-8.
- Demonstrated technology applications, taught educators' computer applications and keyboarding techniques.
- Facilitated technology training series for Clayton County.
- Coordinated and planned school events, programs and travel.

## EDUCATION

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### Nova Southeastern University

*Doctorate (ABD) Educational Leadership/Minor in Human Resources*

### Central Michigan University

*Masters of Arts Education*

### Clayton State University

*Bachelor of Arts Education*

## CERTIFICATIONS

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- Georgia Professional Standards Commission: Certified Teacher Valid to June 2022

## SKILLS

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- Excellent written and verbal communication skills and group facilitation skills
- Outstanding logistical abilities, follows the rules and procedures, keeps others informed
- Proficient with Microsoft Office including: Word, PowerPoint, Excel, Outlook email, One Note
- Navigates well with INAV project management, Concur Expense software